

U. S. Fish and Wildlife Service

Service-wide

EEOC MD 715 Plans



FY 2011

Federal Agency Annual EEO Program Status Updated Report FY 2011

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**EEOC FORM
715-01 PART A - D**

U.S. Equal Employment Opportunity Commission

U. S. Fish and Wildlife Service's Annual EEO Program Status Report

For the period covering October 1, 2010 to September 30, 2011

PART A Department or Agency Identifying Information	1. Agency		1. U. S. Department of the Interior (DOI)	
	1.a. 2 nd level reporting component		1.a. U. S. Fish and Wildlife Service	
	1.b. 3 rd level reporting component			
	1.c. 4 th level reporting component			
	2. Address		2. 1849 C Street, N. W.	
	3. City, State, Zip Code		3. Washington, DC 20240	
	4. CPDF Code	5. FIPS Code	4. IN15	5. 1448
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		1. 8,808	
	2. Enter total number of temporary employees		2. 1,497	
	3. Enter total number employees paid from non-appropriated funds		3. Not applicable	
	4. Total Employment [add lines B 1 through 3]		4. 10,305	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Daniel M. Ashe, Director	
	2. Agency Head Designee		2. Rowan W. Gould, Deputy Director	
	3. Principal EEO Director/Official Official Title/series/grade		3. Inez Uhl, EEO Director, GS- 0260-15	
	4. Title VII Affirmative EEO Program Official		4. Tina Lancaster, Diversity Program Manager	
	5. Section 501 Affirmative Action Program Official		5. Julia Bumbaca, Disability Program Manager	
	6. Complaint Processing Program Manager		6. Cynthia Darden, Complaints and Compliance Manager	
	7. Other Responsible Staff		7. Charles Davis, Statistician Duane Harris, EEO Specialist Bill Farr, Diversity Employment Specialist Rickey Siggall, EEO Specialist Ruby Nweke, Equal Opportunity Assistant Jason A. Weisburd, Statistician Benjamin Livingston, Dispute Resolution Specialist	

**EEOC FORM
715-01 PART A - D**

U.S. Equal Employment Opportunity Commission

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PART D List of Subordinate Components Covered in this Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	Region 1, Portland, Oregon	IN1501	1448
	Region 2, Albuquerque, New Mexico	IN1502	1448
	Region 3, Twin Cities, Minnesota	IN1503	1448
	Region 4, Atlanta, Georgia	IN1504	1448
	Region 5, Hadley, Massachusetts	IN1505	1448
	Region 6, Denver, Colorado	IN1506	1448
	Region 7, Anchorage, Alaska	IN1507	1448
	Region 8, Sacramento, California	IN1508	1448
	Region 9, Arlington, Virginia	IN1509	1448

EEOC Forms and Documents Included with this Report			
Executive Summary [FORM 715-01 PART E], that includes:	X	Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01 PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01 PART H] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities [FORM 715-01 PART J] for agencies with 1,000 or more employees	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	X
Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects.	N/A
Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	Organizational Chart	X

**EEOC FORM
715-01 PART E**

U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
For the period covering October 1, 2010 to September 30, 2011**

EXECUTIVE SUMMARY

Agency Mission

The U.S. Fish and Wildlife Service (FWS) is the principal Federal agency responsible for conserving, protecting, and enhancing fish, wildlife, and plants and their habitats for the continuing benefit of the American people.

Model EEO Program Assessment

The FWS fiscal year (FY) 2011 Summary to the Annual EEO Program Status Report outlines progress, which identifies program deficiencies and barriers to achieving a model EEO program, delineates the planned actions necessary to address and/or eliminate the program deficiencies and barriers, and outlines FWS accomplishments toward rectifying the program deficiencies and barriers. An analysis of the Service workforce for FY 2011 was conducted to complete this report.

Management Directive 715 divides the essential elements of model agency EEO programs into six broad categories. FWS reviewed its EEO and personnel programs, policies and performance standards against all six elements to identify where the EEO program can become more effective. These six elements serve as the foundation upon which FWS can improve its program.

Demonstrated Commitment from Agency Leadership

- The Agency Head was installed on June 30, 2011. The following statements were issued on November 23, 2011: Equal Employment Opportunity and Non-discrimination Policy, Zero Tolerance Harassment Policy, and Reasonable Accommodations for Scheduled Events. In addition, penalties are referenced in all memoranda.
- As a part of the Director's commitment to EEO and Diversity, FWS created and issued a Director's video message on diversity and inclusivity to all employees and to the public through the FWS intranet and the FWS external webpages. This message was also provided to new employees during new employee orientations, Foundations training and leadership courses. Additionally, a recruitment video message was also created and issued on all vacancy announcements through USAJobs.
- The Agency Head established a fund for diversity recruitment initiatives ensuring that all Diversity and Civil Rights offices have adequate resources. These funds were issued to the Regional Directors.
- The Agency Head ensured that each region received funds to hire a national recruiter. The Agency hired nine full-time permanent national recruiters. The recruiters were immediately engaged in creating and developing new relationships with schools,

communities and their organizations; establishing new partnerships and meeting with FWS managers and supervisors to discuss recruitment and outreach events that will achieve the goal of a workforce that looks more like America.

- During the fourth Quarter of FY2011, the Agency conducted the Federal Organizational Climate Survey (FEOCS) as a first step towards improving the human relations climate in our organization. The Office of Diversity & Inclusive Workforce Management (ODIWM) began initial analyses and set a target date of January, 3 2012 to summarize the findings. The next steps will include consulting with leadership and collaborating with key stakeholders on strategies to address areas of concern; developing an action plan for addressing priority concerns including responsibilities and timelines; and implementing the action plan and monitoring progress.
- The Director requested that each Region identify five (5) Diversity Change Agents (45 total); 65 Change Agents were identified to participate in specialized training in FY 2012.
- The Agency made available all EEO programs and procedures to employees on the FWS intranet and they are also distributed periodically by email, e-bulletin and fact sheets.

Integration of EEO into the Agency's Strategic Mission

- The EEO Director reports to the Deputy Director for Operations. Two of the seven Regional EEO Managers report to their Regional Directors; however, the remaining five Regional EEO Managers report to their Assistant Regional Directors for Budget and Administration.
- The Agency Head established a Leadership Development Council (LDC) during the 2011 National Wildlife Refuge System Vision Conference "Conserving the Future", The LDC is one of three vision implementation teams that were established during the Conference. Some of the LDC's responsibilities include succession planning, leadership development, improving competencies, and ensuring that the organization is inclusive and reflects the diversity of America.
- The EEO Director attended regular meetings with the Deputy Director and other senior leaders to include the lead for the Executive Diversity Council and other members of the Directorate.
- EEO staff members met with Regional Directors, members of the Directorate, and their Deputies to discuss workforce profiles and recruitment needs, quarterly scorecards, and a briefing on MD-715 which includes a "State of the Agency" briefing.
- The EEO Director conducted periodic meetings with the Human Capital Officer and staff.
- The EEO Director maintained an operating budget to ensure implementation of Agency EEO programs and action plans.
- The Agency required all supervisors and managers to maintain 8 credit hours of EEO and Diversity training; including 1 hour biennial No Fear Act Training.

Management and Program Accountability

- The Human Resource Office ensured that senior level executives, managers, and supervisors were informed of the performance element which supports the Agency's EEO and Diversity mission.
- The Director issued an EEO and Diversity training memorandum to managers and supervisors outlining the requirements (topics) for annual training. This annual memorandum is issued to managers and supervisors each year to address the needs of the organization after analyzing complaint data, survey data, and initiatives outlined in the Diversity and Inclusion Implementation Plan.
- There were no findings of discrimination for FY2011; however, the agency did ensure full and prompt compliance with the terms of settlement agreements that were reached during FY2011. Once settlement agreements were finalized, the EEO Director issued execution and compliance letters to all responsible officials and tracked compliance.
- There is effective communication between the ODIWM and the HR office. The two offices collaborated on numerous occasions throughout the year while working on diversity initiatives, employee relations issues, reasonable accommodation requests, ADR, and quarterly/annual reports.
- The EEO staff provided senior level executives quarterly scorecards. The Deputy Director required senior management to provide scorecards and workforce analyses to all subordinate managers, and supervisors quarterly.
- The Directorate's progress was monitored towards the Director's goal of 30% of all accessions are to be used for developmental entry levels of 5/7/9 as outlined in the FWS Diversity and Inclusion Implementation/Action Plan.
- The Directorate's progress was monitored towards the Director's annual goal of hiring 3 individuals with disabilities per Region (a total of 27) in an effort to increase the number of individuals with targeted disabilities hired in FY 2011.

Proactive Prevention of Unlawful Discrimination

- The Director issued an anti-harassment policy within five months of being appointed.
- The Service uses the Departmental Reasonable Accommodation manual as the required guidance to respond to requests for reasonable accommodation.
- Trend analyses and workforce profiles are conducted regularly. EEO staff held meetings with senior level managers to identify barriers and discuss remedies. EEO staff provided educational awareness on identifying and rectifying barriers through training to managers and supervisors.
- EEO staff provided facilitated, on site and off site training, including webinars to supervisors and managers. Training included Diversity Management, MD-715, EEO Laws and Regulations, Disability Awareness, Reasonable Accommodations, Americans

with Disabilities Act updates, Prevention of Sexual Harassment, and Alternative Dispute Resolution.

- EEO staff issued regular status reports to senior level executives of training completion for supervisors and managers.

Efficiency

- FWS has an efficient, fair and impartial complaint resolution and adjudication process. When it is determined that there is a conflict of interest, the complaint is forwarded to the Departmental Office of Civil Rights for processing.
- The ODIWM is kept separate from the Office of the Solicitor or other agency offices having conflicting or competing interests.
- FWS has an effective ADR program that facilitates an early, effective, neutral, efficient informal resolution of disputes. Managers and supervisors are required to participate in ADR when mediation is elected by a complainant.
- FWS has an effective complaint tracking system (iComplaints). FWS also manually tracks complaints using an electronic complaint log to provide live updates of the status of complaints.
- FWS has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.
- FWS developed a tracking process for monitoring completion of mandatory EEO and Diversity training for managers and supervisors.
- FWS developed a tracking process for reasonable accommodations.
- FWS ensured that managers and supervisors are scheduled to participate in a supervisory training which includes ADR.
- FWS uses a full-time permanent counselor and a contract counselor, as needed. Work performed by the counselor is monitored for technical accuracy and to ensure time frames are met. If the work is not completed in the specified timeframes, the Agency negotiates cost to reflect a reduction due to the delay.
- FWS has a full-time Disability Program Manager in place to coordinate or assist with processing requests for disability accommodations in all major components of the Agency.

Responsiveness and Legal Compliance

- FWS provides training in EEO compliance to managers and supervisors. FWS ensured that employees received notice of the Department of the Interior, Office of Civil Rights and ODIWM training in EEO compliance. For FY 2011, 92.8% of all FWS managers and supervisors completed the training.

- FWS has a system in place to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges.
- All supervisors and managers have a critical element regarding EEO and Diversity in their performance standards. Supervisors and managers are evaluated on compliance with these standards. The EEO Director and her staff are also evaluated on ensuring compliance.
- Diversity advocacy performance statements are included in all SES performance plans.

Summary of Analysis of the Workforce Profile

In addition to the Model EEO Program self-assessment, an analysis of FWS's workforce for FY 2011 was conducted and revealed the following triggers:

There is a low participation rate of Asians in FWS's total permanent workforce, 2.1%, in comparison to the CLF of 5.9%. (See the below table.)

- A review of RNO by new hires within the FPPS was conducted to determine potential ways in which candidates enter FWS. Permanent positions were being filled through converting term and temporary status employees that are predominately white.
- A review of separated permanent employees was conducted and Asians did not separate at a disproportionate rate than other groups. A sample group comprised of Asian employees participated in interviews resulting in the suggestion to conduct earlier awareness in the Asian community of FWS career opportunities. (See Part I, page 45).

There is a low participation rate of Blacks in FWS's total permanent workforce, 4.7%, in comparison to the CLF of 6.4%. (See the table below.)

- FPPS data was analyzed by comparing participation rates of all racial and ethnic groups in FWS workforce.
- A review of accessions and separations of Blacks reveals that accessions are the main issue. In the overall permanent workforce, Blacks constituted only 5.9 % of accessions while Blacks constituted 6.4% of the CLF. In contrast, while the participation of Blacks in the overall permanent workforce was 4.7%, 4.0% of separations were Black. The net effect was a 0.2% increase in the participation of Blacks. Overall Blacks constituted only 2.1% of temporary accessions, while Blacks constituted 6.4% of the CLF. (See Part I, page 47).

All Series FY 2011 - Permanent Workforce								
		Black	Hispanic	Asian	Native Hawaiian or Pacific Island	Native American	Two or More Races	White
FY2010	#	387	534	174	19	229	99	7132
	%	4.5	6.2	2.0	0.2	2.7	1.2	83.2
FY2011	#	411	539	182	19	236	111	7310
	%	4.7	6.1	2.1	0.2	2.7	1.3	83.0
Civilian Labor Force	%	6.4	6.0	5.9	0.1	0.7	1.6	79.3
Participation Change	%	0.2	-0.1	0.1	0.0	0.0	0.1	-0.2

A review of FWS's professional biology series revealed a low participation rate of Blacks, 1.6%, in comparison to the CLF of 2.9%. (See the table below.)

- The percentages of FWS professional biologists in all other racial and ethnic groups, except for Asians and Hispanic Women, when compared to the CLF, closely approximate their percentage in the professional biology series. A review of partnerships with Black professional organizations and associations indicated that these organizations and associations need to be utilized more effectively by recruiters and selecting officials.
- A review was conducted of accessions and separations of Black employees in FWS mission-critical professional biology occupations. Black employees constituted only 1.4% of permanent accessions, while the CLF stands at 2.9%. (See Part I, page 50).

A review of FWS's professional biology series revealed a low participation rate of Hispanic women, 1.8%, in comparison to the CLF of 2.1%. (See the table below.)

- The data indicated Hispanics constituted 4.1% of overall accessions, while the CLF participation rate for Hispanics is 6.1%. In contrast, while the participation of Hispanics in the overall permanent workforce was 6.1%, Hispanics separated at 6.3%. The net effect was 0.1% decrease in the participation of Hispanics.
- Further, the percentages of FWS professional biologists in all race and ethnic groups were compared to the CLF. Data indicated that Hispanic professional biologists were similar to their overall rates in the CLF.
- However, when the rates of participation for Hispanic women in the professional biology series were compared to rates of participation in the CLF, Hispanic women decreased by 0.1% bringing the groups participation to 1.8%, they still remain under the CLF of 2.1%. This determined initial cause of the condition.
- Further review of accessions and separations of Hispanics in FWS professional biology occupations uncovered no issues. Hispanics constituted 4.9% of professional biology permanent accessions which is above the CLF of 4.0%. At the same time Hispanics participation in the professional biology workforce was 4.9%, Hispanic had a 4.0%

separation rate. The net effect was a 0.2% decrease in Hispanic participation in the permanent professional biology workforce. (See Part I, page 53).

There is a low participation rate of Asians in the professional biology series (400 series) within FWS's workforce, 1.6%, in comparison to the CLF of 8.2%. (See the table below.)

- A review of accessions and separations of Asians in the overall permanent workforce reveals that Asians constituted 2.0% while Asians constituted 8.2% of the CLF. In contrast, while the participation of Asians in the overall permanent workforce was 2.0%, 1.2% of separations were Asian.
- Asians constituted 2.0% of permanent accessions, while Asians constituted 6.2% of the CLF. Moreover while Asians constituted only 1.6% of the permanent professional biology workforce, Asians constituted 1.2% of separations for the overall permanent workforce.
- FWS hired 6 Asians in the 400 series and 2 Asians were hired through the Student Career Experience Program (SCEP). (See Part I, page 56).

Professional Biologists and Biology Students FY 2011 - Permanent Workforce																						
		Black			Hispanic			Asian			Native Hawaiian or Pacific Island			Native American			Two or More Races			White		
		F	M	T	F	M	T	F	M	T	F	M	T	F	M	T	F	M	T	F	M	T
FY2010	#	28	36	64	74	126	200	34	24	58		2	2	13	63	76	14	30	44	1167	2281	3448
	%	0.7	0.9	1.6	1.9	3.2	5.1	0.9	0.6	1.5	0.0	0.1	0.1	0.3	1.6	2.0	0.4	0.8	1.1	30.0	58.6	88.6
FY2011	#	28	36	64	72	126	198	37	27	64	1	3	4	16	64	80	17	29	46	1230	2324	3554
	%	0.7	0.9	1.6	1.8	3.1	4.9	0.9	0.7	1.6	0.0	0.1	0.1	0.4	1.6	2.0	0.4	0.7	1.1	30.7	58.0	88.6
Civilian Labor Force	%	1.8	1.2	2.9	2.1	1.9	4.0	4.2	4.0	8.2	0.0	0.0	0.1	0.2	0.4	0.6	0.7	0.9	1.6	34.5	48.1	82.6
Participation Change	%	0.0	0.0	0.0	0.1	0.1	0.2	0.0	0.1	0.1	0.0	0.0	0.0	0.1	0.0	0.0	0.0	0.1	0.0	0.7	-0.6	0.0

The participation rate of women Criminal Investigators (CI) is lower than expected in FWS's workforce, 13.2%, in comparison to the CLF of 21.0%. (See the below table.)

- Further analysis was conducted on accessions. The data showed 18 new criminal investigators in FY 2011. Sixteen of those positions were men and two were women.
- A review of recruitment sources showed that wildlife inspectors (1801), including women, are being hired as criminal investigators (1811) indicating a potential source of recruitment for CIs. (See Part I, page 59).

Criminal Investigators (1811) – Permanent Workforce FY 2011				
		TOTAL EMPLOYEES		
		All	Male	Female
FY2010	#	202	178	24
	%	100%	88.1%	11.9%
FY2011	#	219	190	29
	%	100%	86.8%	13.2%
Occupational CLF	%	100%	79.0%	21.0%
Participation Change	%	0.0%	-1.4%	1.4%

There is a low participation of individuals with targeted disabilities in FWS, 1.2%, in comparison to the Federal Workforce Benchmark of 2.0%. (See the below table.)

- FWS continued to assess the participation of targeted disabilities against the Federal benchmark of 2.0%. Employees with targeted disabilities in FWS are 1.2% of the workforce which is 0.8% below the benchmark. In FY 2011, FWS hired 16 individuals with targeted disabilities in permanent positions, compared to 10 hires in FY 2010.
- The review indicated that on board permanent workforce at the end of FY 2011 had a percentage rate of change at 4.9% for targeted disabled and 2.7% for the total workforce.
- Further review was conducted of accessions and separations. Although FWS hired 16 (2.1%) individuals with targeted disabilities in permanent positions, participation rates remained unchanged for individuals with targeted disabilities at 1.2% in FY 2011. It is important to note that FWS also hired 10 individuals with a targeted disability to temporary positions to create a pipeline.
- There were 11 separations of individuals with targeted disabilities in permanent positions which is 2.2% of separations from the total permanent workforce when compared to the FY 2010 baseline of 1.5%. (See Part I, page 61).

All Series - Permanent Workforce FY 2011				
		Disability		
		Targeted	Non-targeted	No Disability
FY2010	#	103	588	7883
	%	1.2	6.9	91.9
FY2011	#	108	611	8089
	%	1.2	6.9	91.8
Federal Benchmark	%	2.0	-	6.9

Trends in EEO Complaints:

The number of formal complaints filed increased significantly with 30 formal complaints filed in FY 2011 compared to 14 in FY 2010. For FY 2011, reprisal complaints comprised 57% of the 30 formal complaints filed making it the number one basis for formal complaints files in FY 2011. However, sex and disability were just behind reprisal comprising 50% of the 30 formal complaints. (See table below for trends in FWS complaints and basis for discrimination complaints.)

TRENDS IN FWS COMPLAINTS FISCAL YEARS 2007-2011					
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
PRE-COMPLAINTS	33	49	34	36	45
FORMAL COMPLAINTS	21	22	19	14	30

TRENDS IN BASIS FOR DISCRIMINATION COMPLAINTS					
BASIS	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Race	7	4	2	1	7
Sex	7	3	9	2	15
Age	7	8	5	4	11
Color	3	2	1	0	4
National Origin	2	3	1	0	2
Religion	1	3	1	0	0
Disability	10	7	2	13	15
Reprisal	6	14	10	6	17

Employees who enter the EEO process are given the choice of traditional EEO counseling or Alternative Dispute Resolution (ADR/mediation) when appropriate. However, there are rare circumstances in which it is deemed that mediation is not appropriate; in those instances, mediation is not offered. While FWS has seen a slight increase in ADR elections in the informal process, ADR elections in the formal process are minimal; however, in its letters of acceptance to complainants, FWS reminds complainants that the ADR process is available to them during the formal phase of their complaint. FWS is exploring marketing strategies to increase ADR elections in both the informal and formal processes.

Overall the self-assessment showed the following program deficiencies:

- Information for reporting and monitoring accessibility improvements for programs and facilities is not currently collected nationally, thereby making it difficult to ensure that major renovation projects are funded to ensure timely compliance with the Uniform Federal Accessibility Standards. (See Part H, page 35).

- FWS was issued access to the OPM, USA Staffing March 2011; however, FWS has been unable to successfully retrieve data due to compliance related issues under Section 508. (See Part H, page 37).
- ODIWM and the Office of Human Capital determined that the current FWS exit survey does not allow effective evaluation of potential barriers to retention. (See Part H, page 39).
- FWS does not have a process to coordinate and track recruitment efforts. (See Part H, page 42).

Program Improvements to increased participation rates:

Minorities in the permanent workforce

- During FY2011 the Service hired 749 permanent employees, 132 of whom were members of minority groups (17.6%), up from 16.6% in FY2010. Accession increases included 44 Blacks (up from 36 in FY2010), 14 Asians (up from 13), 4 Native Hawaiian or Other Pacific Islanders (up from 2), and 17 employees identifying with 2 or more races (up from 13). Hispanics experienced a substantial accessions decline 31 (down from 37 in FY2010).

Women in the permanent workforce

- During FY2011 FWS hired 18 criminal investigators and internally selected 7 permanent employees in other occupations to fill criminal investigator positions, women represented 24% of those hires and internal selections. This represents a substantial improvement over FY2010 when only 1 Black woman was selected out of a total of 18 selections (6%).
- During FY2011 the Service continued to recruit 15 refuge law enforcement officers and internally selected 2 permanent employees in other occupations to fill refuge-law-enforcement-officer positions. Three of the 17 selections were women. The total number of women participation rates increased for refuge-law-enforcement-officer positions to 18% indicating a 5% increase from FY2010.

Professional biology series and biology students

- In FY2011, the Service hired 280 professional biologists, 110 of whom were women. Also, the Service internally selected 26 employees in other occupations to fill professional biology positions, 4 of whom were women. When combined with other workforce changes, the participation of White women increased by 0.7% and the participation of minority women increased by 0.1%.
- Developmental appointments continued to be an important source of accessions for the Service's low-participating groups in professional biology. Blacks, Asians and women constituted 47% of developmental accessions.
- When considering the professional biology series and its pipeline, the Student Career Experience Program (SCEPs) continued to be of paramount importance where Blacks, Asians and women constituted 64% of new SCEP appointments in biology.

Minorities and women in the senior workforce (GS-13-SES)

- During FY2011, the Service hired 85 employees at grades GS-13 and above and promoted 139 employees from GS-12 positions, with 104 of the 224 permanent additions to the senior workforce either women or minorities (46%). With other workforce changes, the participation of women and minorities increased by 0.8%. Minority women increased by 0.5%, and White women increased by 0.4%.

Disabilities

- The Service substantially increased the number and percent of persons with all reportable disabilities. During FY2011, 165 persons with disabilities were hired, increasing their number by 38 and increasing participation from 7.6% to 7.9% of the total workforce, well above the Government-wide percent of 6.9%.

Targeted disabilities

- The FWS goal was to hire 3 persons with targeted disabilities per Region with a total of 27, annually. In FY 2011, 26 persons with targeted disabilities were hired across FWS. Additionally, 16 of these appointments were permanent vs. 10 permanent appointments in FY2010.
- There were 749 permanent and 1,197 temporary hires in FWS in FY2011 and 26 were persons with a targeted disability (1.3%), up from 1.1% in FY2010.
- The participation of persons with targeted disabilities increased (+8 employees and +0.1%).

Action Items and Plans for FY2012

- FWS will continue to work towards the Director's annual goals of hiring individuals with disabilities.
- FWS will continue to use current and explore new sources for the recruitment of individuals with targeted disabilities (ie., Bender Consulting, Inc., Workforce Recruitment Program for students with disabilities).
- FWS will expand and develop new partnerships, outreach sources, and recruitment tools to increase low participation rates.
- FWS will work with student scholars and student organizations to conduct annual career fair/workshops.
- FWS will conduct outreach and recruitment with colleges and universities, high schools, middle and elementary schools.
- FWS will analyze processes and make recommendations to revise Section 504 Program.
- FWS will seek authorization to develop and implement a new exit survey.

- FWS will meet with OPM, USA Staffing to address accessibility concerns as it relates to retrieving applicant data in order to coordinate and evaluate the effectiveness of recruitment activities within FWS.
- FWS will establish a process to more effectively develop, coordinate and evaluate recruitment efforts.

**EEOC FORM
715-01 PART F**

U.S. Equal Employment Opportunity Commission

U. S. Fish and Wildlife Service's Annual EEO Program Status Report

**Certification of Establishment of Continuing
Equal Employment Opportunity Programs**

I, Inez Uhl, GS-0260-15, am the Principal EEO Director/Official for the U.S. Fish and Wildlife Service (FWS).

FWS has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEOC MD-715. If an essential element was not fully compliant with the standards of EEOC MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.


FWS has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO plans to eliminate identified barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.


Inez Uhl, EEO Director

12/14/2011
Date

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEOC MD-715.


Daniel M. Ashe, Director

12-14-2011
Date

Part G

EEO Program Status Report - Agency Self-Assessment **Checklist Measuring Essential Elements**





**EEOC FORM
715-01 PART G**



U.S. Equal Employment Opportunity Commission

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

 Compliance Indicator		Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	EEO policy statements are up-to-date.	Yes	No	
1-2. The Agency Head was installed on June 30, 2011. Was the EEO policy statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		X		
3. During the current Agency Head's tenure, has the EEO Policy Statement been re-issued annually? If no, provide an explanation.		X		The Director re-issues EEO Policy Statements annually. The current Agency Head was appointed on June 30, 2011.
4. Are new employees provided a copy of the EEO Policy Statement during orientation?		X		The EEO Policy Statement is posted on FWS's web site and in prominent work areas for all employees to access.
5. When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X		The EEO Policy Statement is distributed to managers and supervisors during mandatory new supervisor and EEO training sessions. It is also posted on FWS's website.
 Compliance Indicator		Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the
 Measures	EEO policy statements have been communicated to all employees.	Yes	No	

				agency's status report
6. Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		
7. Has the Agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		Information on EEO programs and administrative and judicial remedial procedures are made available to employees on FWS's intranet and are distributed periodically by email, e-bulletins and fact sheets.
8. Has the Agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X		
 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
9. Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
a. resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
b. address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		
c. support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X		
d. ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		
e. ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X		
f. ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?		X		
g. ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X		
h. ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X		
10. Have all employees been informed about what behaviors are inappropriate in		X		All employees are sent

the workplace and that this behavior may result in disciplinary actions?			FWS Policy on Harassment and Zero Tolerance annually via email. Penalties for unacceptable behavior are referenced in the FWS Director's Policy memorandum.
11. Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			Employees access the DOI Disciplinary Action Guide through the DOI website.
12. Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X		A link to the DOI Procedures for Reasonable Accommodation is provided in the FWS Manual.
13. Have managers and supervisors been trained on their responsibilities under the procedures for reasonable accommodation?	X		Information on reasonable accommodation is provided during supervisory training.

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION

Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.





<div>Compliance</div> <div>➡ Indicator</div> <div>⬇ Measures</div>	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
14. Is the EEO Director/Officer under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)]		X		The EEO Officer is under the direct supervision of the agency head and reports to the Deputy Director for Operations.
For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official?			X	There are three Regional EEO Managers who report to their Regional Director; however, the remaining four EEO Managers report to their Assistant Regional Directors for Budget and Administration.
15. Are the duties and responsibilities of EEO officials clearly defined?		X		
16. Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
17. If the agency has 2 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
18. If the agency has 2 nd level reporting components, does the agency-wide EEO Director/Officer have authority for the EEO programs within the subordinate reporting components?			X	Per FWS Manual Chapter 060 FW 1, the Director delegated responsibility and leadership to the Regional

If not, please describe how EEO program authority is delegated to subordinate reporting components.

Directors to develop and implement an effective EEO program consistent with Service-wide goals and objectives, within their Region.

The Office of Diversity and Inclusive Workforce Management (ODIWM) located at the National Headquarters develops policies and procedures and provides general oversight and technical guidance to Regional EEO officials.



Compliance Indicator Measures	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
19. Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		The EEO Director meets with the Director and Deputy Director routinely to provide briefings on the EEO Program. The EEO Director also provides updates for Directorate meetings. The ODIWM meets with Assistant Directors and Regional DCR Offices meet with Regional Directors to discuss workforce statistics and recruitment needs and review the quarterly Equal Opportunity and Diversity Scorecards.
20. Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		The EEO Director provides a briefing to the Director and the Deputy Director on the "State of the Agency" covering all components of MD-715, including an assessment of the six elements of the Model EEO Program and a report of accomplishments and plan of action to correct deficiencies. ODIWM and the Regional DCR Offices meet with the Service Directorate quarterly to review the Equal Opportunity and Diversity Scorecards.
21. Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
22. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		
23. Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
24. Is the EEO Director/Officer included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		The EEO Director meets periodically with Human Capital staff and provided technical guidance to ensure that EEO concerns are integrated into the FWS strategic mission.

 Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
25. Does the EEO Director/Officer have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		The EEO Director maintains an operating budget to ensure implementation of the agency EEO action plans.
26. Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEOC MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
27. Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		The FWS Diversity Manager serves as the Special Emphasis Program Manager and oversees all of FWS Special Emphasis Programs. Additionally, FWS has a Disability Program Manager who manages the Disability and Veterans Employment Programs. FWS actively participates on the DOI Special Emphasis Committee. Recruiters for each DCR Regional Office support the Special Emphasis Programs.
a. Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		In collaboration with the DOI.
b. Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		In collaboration with the DOI.
c. People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		The Disability Program/Disabled Veterans Program Manager manages Disability Programs.
28. Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
 Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
29. Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems?		X		The FWS Headquarters and Regional EEO staff retrieve workforce employment data and conduct queries through the DOI, EEO data and tracking system - Datamart (Hyperion Software). The Datamart system is used to develop quarterly workforce statistics regarding participation rates. Headquarters has a full-time permanent statistician who assists all Regions with reports and analysis. An additional statistician position was created and filled to assist in the workforce and barrier analysis.
30. Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the		X		

complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)			
31. Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X		
32. Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X		FWS provides reasonable accommodations to all known persons with a disability. Regions and individual program areas fund supplies, equipment, and necessary services.
33. Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X	See Part H, page 35.
34. Has the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		
a. Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X		
b. Is there sufficient funding to ensure that all employees have access to this training and information?	X		
35. Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		All FWS managers and supervisors are required to complete 8 hours of annual training (4 hours EEO and 4 hours Diversity) and one hour biennial No Fear Act Training.
a. for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
b. to provide religious accommodations?	X		
c. to provide disability accommodations in accordance with the agency's written procedures?	X		
d. in the EEO discrimination complaint process?	X		
e. to participate in ADR?	X		

Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY

This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.

 Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each managers or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
36. Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		The Director issues annual Equal Opportunity and Diversity Objectives. Senior management are provided Equal Opportunity and

			Diversity scorecards quarterly. In addition, the Deputy Director requires senior management to send the Equal Opportunity and Diversity Scorecards and statistical reports to all subordinate managers and supervisors.
37. Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief Information Officer?	X		
Compliance ➔ Indicator	Measure has been met Yes No		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
➔ Measures			
The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]			
38. Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?	X		FWS Merit Promotion Program Policy are updated based upon changes which stem from Hiring Reform and any revisions made to the DOI Merit Program Policy.
39. Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?	X		Statistics are reviewed quarterly and annually. Additional analysis is conducted during the preparation of the MD-715 Barrier Analysis.
40. Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?	X		Statistics are reviewed quarterly and annually. Additional analysis was conducted during the preparation of the MD-715 Barrier Analysis.
Compliance ➔ Indicator	Measure has been met Yes No		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
➔ Measures			
When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.			
41. Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?	X		FWS refers to the DOI Table of Penalties to determine what appropriate disciplinary action should be taken if discrimination is committed. Policy is suggested that the Headquarters Human Resources Officer make recommendations to the Regional Directors regarding appropriate disciplinary actions to be taken when an employee has been found to have committed a discriminatory act.
42. Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X		
43. Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?	X		In FY2010 and FY2011, there were no findings of discrimination.
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.			

44. Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X		
45. Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	X		

Essential Element D: PROACTIVE PREVENTION

Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

<div>Compliance</div> <div>Indicator</div>	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
46. Do senior managers meet with and assist the EEO Director/Officer and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X		The EEO Director meets and works with the Executive Diversity Council, comprised of six SES members, 3 Regional Directors and 3 Assistant Directors, to identify barriers. The Director and Executive Diversity Council issued the 5-Year, DII Plan on February 9, 2011 to the Directorate and all employees.
47. When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO Office, agency EEO Action Plans to eliminate said barriers?		X		FWS Directorate, Executive Diversity Council, and EEO Director partnered to implement 5-Year DII Plan to eliminate barriers. FWS managers and supervisors are actively engaged in eliminating barriers to employment.
48. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
49. Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		EEO staff conducts analyses quarterly and discusses with senior management; senior managers provided information to all program managers and supervisors.
50. Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		EEO staff conducts analyses quarterly and discusses with senior management; senior managers provided information to all program managers and supervisors.
51. Are trend analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		EEO staff conducts analyses quarterly and discusses with

			senior management; senior managers provided information to all program managers and supervisors.	
52. Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X		EEO staff conducts analyses quarterly and when appropriate, discusses with senior management.	
53. Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X		EEO staff conducts analyses quarterly and when appropriate, discusses with senior management.	
Compliance Indicator 	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures 		Yes	No	
54. Are all employees encouraged to use ADR?	X			
55. Is the participation of supervisors and managers in the ADR process required?	X			

Essential Element E: EFFICIENCY

Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.

Compliance Indicator 	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures 		Yes	No	
56. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		FWS has one full-time Statistician who conducts statistical studies in support of the development and execution of FWS's EEO and Diversity Programs; including its regions.
57. Has the agency implemented an adequate data collection and analysis system that permits tracking of the information required by MD-715 and these instructions?			X	See Part H, pages 37-43.
58. Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
59. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
60. Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		
Compliance Indicator 	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures 		Yes	No	

61. Does the agency use a complaint tracking and monitoring system that allows identification of the location and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
62. Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
63. Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X		
<p>If yes, briefly describe how: FWS uses iComplaints to track contractors accountable to the specific time frames listed in the contract. FWS conducted an analysis of the time frames that contractors take for counseling and investigations and found that contractors rarely exceeded timeframes set by the agency. If the work is not completed in the specified timeframes, the agency renegotiates cost to reflect a reduction due to the delay.</p>				
64. Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
65. Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
66. Are benchmarks in place that compares the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
a. Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		FWS conducts analyses of the time frames for in-house and contract counseling to determine if the work is technically accurate and is completed in required timeframes.
b. Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
c. Does the agency complete the investigations within the applicable prescribed time frame?		X		FWS continues to conduct analyses of the time frames for contract investigations to determine if the work is completed in required timeframes.
d. When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		N/A		FWS monitors contracts for final agency decisions but DOI has responsibility to issue the decision.
e. When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
f. When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		Settlement agreements are monitored closely to ensure that all items are completed within the required time frames. All

				compliance documentation was forwarded to DOI/OCR in a timely manner.
g. Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
Compliance → Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
67. In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
68. Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		ADR training is incorporated in supervisory training which is conducted at the National Conservation Training Center. ADR training is also offered throughout the year through the DOI Office of Collaborative Action and Dispute Resolution.
69. After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
70. Does the responsible management official directly involved in the dispute have settlement authority?		X		The responsible management official directly involved in the dispute has settlement authority when there is no material benefit or monetary value. FWS Regional Directors and Assistant Directors have settlement authority when a settlement involves material benefits or monetary value.
Compliance → Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
71. Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
72. Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a) (1)?		X		
73. Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		
74. Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
75. Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		

76. Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X	See Part H, page 42.
77. Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
78. Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		N/A		FWS does not request legal sufficiency reviews.
79. Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
80. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		N/A		FWS does not request legal sufficiency reviews.

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE

This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
81. Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
82. Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X		
a. Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
b. Are procedures in place to promptly process other forms of ordered relief?		X		
Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's
Measures		Yes	No	

			status report
83. Is compliance with EEOC orders encompassed in the performance standards of any agency employees?	X		
<p>If so, please identify the employees by title in the comments section, and state how performance is measured.</p> <p>All supervisors and managers have a critical element regarding EEO and Diversity in their performance standards. Supervisors and managers are evaluated on compliance with these standards. Diversity advocacy performance statement is included in all SES performance plans.</p>			
84. Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO Office?	X		
<p>If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.</p>			
85. Have the involved employees received any formal training in EEO compliance?	X		
86. Does the agency promptly provide to the EEOC the following documentation for completing compliance:	X		
a. Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
b. Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
c. Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, and narrative statement by an appropriate agency official of total monies paid?	X		
d. Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
e. Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
f. Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s.	X		
g. Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
h. Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
i. Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
j. Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
k. Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in the compliance matter.	X		
l. Settlement Agreements: Signed and dated agreement with specific dollar	X		

amounts, if applicable. Also, appropriate documentation of relief is provided.			
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Footnotes: 1. See 29 C.F.R. § 1614.102. 2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See *EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.

Part H
EEO Plan to Attain the
Essential Elements of a Model EEO Program

**EEOC FORM
715-01 PART H**

U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan to Attain the Essential Elements of a Model EEO Program**

FY 2011 - U. S. Fish and Wildlife Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p>Essential Element B: Integration of EEO into the Agencies Strategic Mission</p> <p>Information for reporting and monitoring accessibility improvements for programs and facilities is not currently collected nationally, thereby making it difficult to determine progress in meeting overall program objectives and tracking accomplishments.</p> <p>Modification:</p> <p>Information for reporting and monitoring accessibility improvements for programs and facilities is not currently collected nationally, thereby making it difficult to ensure that major renovation projects are funded to ensure timely compliance with the Uniform Federal Accessibility Standards.</p>
OBJECTIVE:	Establish a process to collect information annually on the Regional progress of meeting 504 compliance reviews of field facilities to assure that FWS programs, facilities and activities are accessible to individuals with disabilities.
RESPONSIBLE OFFICIALS:	FWS Director Regional Directors Assistant Director-National Wildlife Refuge System Assistant Director –Business Management Operations
DATE OBJECTIVE INITIATED:	December 15, 2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Update the FWS Manual Chapter FWS 063.4 http://www.fws.gov/policy/063fw4.html to provide guidance to Regions on their responsibility for 504 compliance reviews in accordance with DOI regulations and related FWS policy.	September 30, 2013
2. Prepare recommendations on providing guidance, training and program support for consideration by the responsible officials.	September 30, 2012
3. Establish a process to collect annual information on the Regional progress on meeting the 504 compliance reviews of field facilities to assure that FWS programs, facilities and activities are accessible to individuals with disabilities.	September 30, 2012
4. Prepare recommendations to analyze the processes of the current Section 504 Program.	September 30, 2012

Report of accomplishments and modifications to objective:

2. FWS developed a draft 504 program checklist for use in the Visitor Services Program Evaluation Handbook that was released in mid FY 2011. Information on accessibility was incorporated into a FWS Visitor Use Standards handbook which was released in June 2011.

Activities planned for FY 2012:

Form a working group that includes representatives from all appropriate programs and assign planned activities with completion dates.

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FY 2011 - U. S. Fish and Wildlife Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p>Essential Element E: Efficiency</p> <p>FWS has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715.</p> <p>Modification:</p> <p>FWS was issued access to the OPM, USA Staffing March 2011; however, FWS has been unable to successfully retrieve data due to compliance related issues under Section 508.</p>
OBJECTIVE (1):	Collect the information necessary to track applicants in order to coordinate and evaluate the effectiveness of recruitment activities within FWS.
RESPONSIBLE OFFICIALS:	Division of Human Capital Office of Diversity and Inclusive Workforce Management
DATE OBJECTIVE INITIATED:	December 15, 2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 31, 2012
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Advertise all required vacancies through OPM - USA Staffing to enable the collection of race, ethnicity and disability status of applicants for FWS vacancies.	December 31, 2012 COMPLETED
2. Review OPM - USA Staffing data to ensure the completion of the applicant flow tables.	December 31, 2012
3. Prepare the applicant flow tables, in compliance with the requirements of MD-715.	December 31, 2012
4. Analyze and evaluate the race, ethnicity and disability status from the data collected through USA Staffing to evaluate recruitment efforts.	December 31, 2012
<p>Report of accomplishments and modification to objective:</p> <p>FWS advertised all required vacancies through USA Staffing to enable the collection of race, ethnicity and disability status of applicants for Service vacancies.</p> <p>Activities planned for FY 2012:</p> <p>FWS ODIWM, HR, and OPM USA Staffing will resolve accessibility issues:</p>	

In March of 2011, FWS Human Resources was permitted to use the OPM USA Staffing tool. Human Resources and ODIWM attempted several times to use the tool; however, accessibility created delay. Human Resources and ODIWM have been working with OPM to resolve the accessibility issues regarding USAStaffing's query system. OPM is meeting with FWS in December 2011 to attempt resolution. Once the data is accessible ODIWM will analyze and evaluate the race, ethnicity, and disability status including USA Staffing reports to ensure they provide all the data necessary to evaluate recruitment efforts.

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**STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:**

Essential Element E: Efficiency

FWS has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715.

Modification:

FWS determined that the current exit survey does not allow effective evaluation of potential barriers to retention.

OBJECTIVE(2):

State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.

Collect and evaluate exit interview information and develop recommendations to address the barriers to retention, if needed.

**RESPONSIBLE
OFFICIAL:**

Division of Human Capital
Office of Diversity and Inclusive Workforce Management

**DATE OBJECTIVE
INITIATED:**

December 15, 2011

**TARGET DATE FOR
COMPLETION OF
OBJECTIVE:**

September 30, 2013

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

TARGET DATE

1. Develop a process to mine and analyze the data by Region.

Revised to: September 30, 2012

2. Develop appropriate remedies to address the barriers to retention based on the findings.

September 30, 2012

Report of accomplishments and modification to objective:

HR and ODIWM worked together to assess the current process of data captured through the current Exit Survey tool. It was determined that permissions from DOI would be necessary to make any recommended changes to the survey. In addition, the data has not been broken down by Region and remedy to this is currently being discussed. HR continued to work with managers and employees to ensure that employees are encouraged to complete the exit interview and by ensuring that it is a part of the exit clearance process. ODIWM and Human Resources reviewed the current exit survey and it was determined that the exit survey needs to be revamped, reassessed, and new tools need to be developed.

Activities planned for FY 2012:

- FWS will conduct best practices throughout comparable federal agencies
- FWS will conduct discussions with DOI on the use of new survey tools to analyze potential barriers affecting retention.
- FWS will develop a new survey tool.

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FY 2011 - U.S. Fish and Wildlife Service		
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element E: Efficiency FWS has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715. FWS does not have a Service-wide tracking system to coordinate and track EEO and Diversity Training.	
OBJECTIVE (3):	Establish a central process to more effectively coordinate and track EEO and Diversity Training Service-wide.	
RESPONSIBLE OFFICIALS:	Division of Human Capital Office of Diversity and Inclusive Workforce Management Managers and Supervisors	
DATE OBJECTIVE INITIATED:	December 15, 2010	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011 COMPLETED	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE
1. Develop a plan to centralize the tracking of EEO and Diversity Training Servicewide.		September 30, 2011 COMPLETED
2. Implement a central process to track EEO and Diversity Training Service-wide.		September 30, 2011 COMPLETED
Report of accomplishments and modifications to objective: FWS developed and implemented the use of a spreadsheet to track EEO and Diversity Training Service-wide.		

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**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan to Attain the Essential Elements of a Model EEO Program**

FY 2011 - U.S. Fish and Wildlife Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element E: Efficiency FWS has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715. FWS does not have a process to coordinate and track recruitment efforts.
OBJECTIVE (4):	Establish a process to effectively develop, coordinate and evaluate recruitment efforts.
RESPONSIBLE OFFICIALS:	Division of Human Capital Office of Diversity and Inclusive Workforce Management Managers and Supervisors
DATE OBJECTIVE INITIATED:	December 15, 2007
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2012 COMPLETED
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. The Executive Diversity Council will provide advice and guidance to the Directorate on mandates to use and increase the use of special hiring authorities and/or special employment programs that will identify broad and diverse candidate pools, including individuals with disabilities and veterans.	September 30, 2008 COMPLETED September 30, 2011
2. The Executive Diversity Council will provide advice and guidance to managers and supervisors in the development of recruitment strategies that will be effective and productive in stimulating interest in careers with FWS.	September 30, 2008 COMPLETED September 30, 2011
3. The Executive Diversity Council will review and assess the participation of career and/or job fairs sponsored by colleges, universities, and other organizations, and make recommendations that will benefit managers and supervisors at FWS.	September 30, 2008 COMPLETED September 30, 2011

Report of accomplishments and modifications to objective:

1. In accordance with guidance from the Executive Diversity Council, FWS conducted EEO and Diversity training sessions for managers and supervisors, which included information and guidance on the use of hiring flexibilities and/or special employment programs to assist them in recruiting diverse candidate pools, including individuals with disabilities and veterans through annually scheduled training.

In FY 2011, the Executive Diversity Council implemented the Diversity and Inclusion Implementation /Action Plan (DII) that provided a Service-wide five year strategic action plan to assist managers/supervisors in the development of recruitment; along with meeting with FWS National Recruiters to discuss traditional and non-traditional outreach and recruitment strategies which lead to effective and productive strategies.

In FY 2011, each Regions Diversity and Civil Rights office received new/updated promotional display and materials designed to brand and market FWS as an Employer of Choice.

2. In addition, nine FWS National Recruiters were hired to assist in the coordination and tracking of Service-wide recruitment efforts. The FWS recruiters meet regularly to discuss and develop Service-wide strategies of outreach and recruitment. For example: coordination of the upcoming National Science Foundation ACE/STELS Symposium Texas A&M University- Corpus Christi in October 2011. This event provides FWS an opportunity to share what we do and the various opportunities for career choices and student programs available along with mission critical careers choices in the physical and natural sciences.

Activities planned for FY 2012:

1. FWS National Recruiters will provide advice and guidance to managers and supervisors on effective recruitment strategies that will produce and stimulate effective interest in careers with FWS.
2. FWS will develop a fiscal year Service-wide plan to participate in career and/or job fairs sponsored by colleges, universities, and other organizations.
3. FWS will establish an evaluation method to track the fiscal year Service-wide outreach and recruitment plans along with the participation of its managers and supervisors.

Part I

EEO Plan to Eliminate Identified Barriers

**EEOC FORM
715-01 PART I**

U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan to Eliminate Identified Barrier**

FY 2011 - U.S. Fish and Wildlife Service

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>There is a low participation rate of Asians in the FWS total permanent workforce.</p> <p>This condition was recognized after conducting a review of FWS FY 2011 permanent workforce data from the MD 715. Analysis revealed a low participation rate of Asians (2.1%) in FWS permanent workforce in comparison to the civilian labor force (5.9%).</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A review of RNO by new hires within the FPPS was conducted to determine potential ways in which candidates enter FWS. This determined initial cause of the condition. Permanent positions were being filled through converting term and temporary status employees that are predominately white.</p> <p>A review of separated permanent employees was conducted and Asians did not separate at a disproportionate rate than other groups.</p> <p>A sample group comprised of Asian employees participated in interviews resulting in the suggestion to conduct earlier awareness in the Asian community of FWS career opportunities.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Limited active partnerships with Asian organizations and associations that will produce career awareness of FWS opportunities.</p> <p>Nineteen percent of permanent positions are filled through conversion of term and temporary status employees, who are predominately white as shown on Table A8. FWS works with recruitment sources which do produce Asian candidates at the entry level; however, FWS has not fully tapped into organizations and associations that reach Asians in term and temporary positions.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Expand current and develop new partnerships with Asian organizations and associations, especially through the use of the Student Educational Employment Programs (SEEP), such as the Student Career Experience Program (SCEP) and the Student Temporary Employment Programs (STEP), to increase the Asian pool of applicants.</p> <p>Advertise FWS wide vacancies with Asian organizations and associations.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>FWS Directorate Division of Human Capital Office of Diversity and Inclusive Workforce Management</p>
<p>DATE OBJECTIVE</p>	<p>December 15, 2009</p>

INITIATED:	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011 Extended: September 30, 2013
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Establish relationships with Asian organizations and groups to recruit highly qualified candidates to meet the FWS' current and future hiring needs.	September 30, 2011 COMPLETED
2. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).	September 30, 2011 COMPLETED
3. Work with managers to develop and advertise more entry level opportunities to reach minority candidates interested in careers with FWS.	September 30, 2011 COMPLETED
4. Monitor workforce statistics quarterly and provide reports to managers and supervisors.	September 30, 2011 COMPLETED

Report of accomplishments and modifications to objective:

1. Established relationships with four Asian organizations that lead to meaningful partnerships, for targeted recruitment to outstanding scholars to reach outstanding diverse students who are in undergraduate and graduate programs and provide them the opportunity to link their academic curricula with real world work experiences by working in positions throughout the FWS.

Established partnership through the following activities:

1. FWS attended the Federal Asian Pacific American Council (FAPAC) Conference. FWS Regional Diversity Recruiters lead in staffing the Exhibit booth and made several contacts in the local and other regional areas to assist with recruitment activities. Established a working relationship with FWS lead representative for FAPAC. FWS has been identified as the lead for updating the MOU with FAPAC.

FWS attended the Asian American Government Executives Network (AAGEN) Annual Conference and set up a display booth and networked with members of the organization. Key leaders in the organization are receptive to working with FWS to post GS-14 to SES FWS opportunities through the AAGEN network.

FWS attended the Conference on Asian Pacific American Leadership (CAPAL) Career Fair. Attended the CAPAL's 22nd Annual Dinner Gala. FWS met with CAPAL Board of Directors members to begin discussion to establish a partnership to assist FWS with quality recruitment from CAPAL network.

FWS participated in two Asian Fortune Diversity Job Fair events that targeted the API community. Our sponsorship included advertisements in Asian Fortune's monthly publication, a posting on their webpage and exposure to the API community.

2. FWS provided managers and supervisors with regular training and educational awareness through Diversity training sessions on the benefits of using the SCEP/STEP programs to increase participation rates in targeted groups.
3. FWS established a session plan to provide greater opportunity to recruit targeted groups. Thirty percent of all accessions will be used for developmental entry levels of 5/7/9 as outlined in the Service Diversity and Inclusion Implementation/Action Plan. Included in the 4 hour Diversity Training for managers and

supervisors are best practices for targeted recruitment through partnerships in the Asian community. Provided examples of potential Asian groups for FWS managers and supervisors to tap into as a potential resource. Encouraged them to advertise for making more opportunities for SCEP, and GS 5/7/9 positions.

4. FWS monitored workforce statistics quarterly through the preparation and review of Service-wide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards.

Activities planned for FY 2012:

1. In FY 2012, establish at least one relationship with an Asian organization that will have a significant impact on recruitment where FWS has critical needs.
2. FWS will work with student organizations such to plan for a workshop in FY2012 to be held at NCTC that will link managers/supervisors with students.
3. Establish at least three new relationships for colleges/universities and three new relationships for high schools that feature a high API population.

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715-01 PART I**

U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan to Eliminate Identified Barrier**

FY 2011 - U.S. Fish and Wildlife Service

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p>	<p>There is a low participation rate of Black employees in FWS total permanent workforce.</p>
<p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>This condition was recognized after conducting a review of FWS FY2011 permanent workforce data from the MD 715. The participation rate of Blacks (4.7%) in FWS was also compared to the participation rate of Blacks in the civilian labor force (6.4%).</p>
<p>BARRIER ANALYSIS:</p>	<p>FPPS data was analyzed by comparing participation rates of <u>all</u> racial and ethnic groups in FWS workforce. This determined initial cause of the condition.</p>
<p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A review of accessions and separations of Blacks reveals that accessions are the main issue. In the overall permanent workforce, Blacks constituted only 5.9 % of accessions while Blacks constituted 6.4% of the CLF. In contrast, while the participation of Blacks in the overall permanent workforce was 4.7%, 4.0% of separations were Black. The net effect was a 0.2% increase in the participation of Blacks.</p> <p>Overall Blacks constituted only 2.1% of temporary accessions, while Blacks constituted 6.4% of the CLF.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p>	<p>Limited number of Blacks are hired.</p>
<p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Limited targeted outreach and recruitment to institutions of higher education, organizations and associations that will identify qualified Black candidates.</p> <p>Nineteen percent of permanent positions are filled through conversion of term and temporary status employees, who are predominately white as shown on Table A8. FWS works with recruitment sources which do produce Black candidates at the entry level; however, FWS has not fully tapped into organizations and associations that reach Blacks in term and temporary positions.</p>
<p>OBJECTIVE:</p>	<p>Expand current and develop new partnerships with Black organizations and associations, especially through the use of the Student Educational Employment Programs (SEEP), such as the Student Career Experience Program (SCEP) and the Student Temporary Employment Programs (STEP), to increase the Black pool of applicants.</p>
<p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Advertise Bureau wide vacancies with Black organizations and associations.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>FWS Directorate Division of Human Capital Office of Diversity and Inclusive Workforce Management</p>

DATE OBJECTIVE INITIATED:	December 15, 2009	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011 Extended: September 30, 2013	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE	
1. Partner with the Gates Millennium Scholars Program and other organizations to recruit highly qualified Black candidates to meet FWS current and future hiring needs.	September 30, 2011 COMPLETED	
2. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).	September 30, 2011 COMPLETED	
3. Work with managers to develop and advertise more entry level opportunities to reach Black candidates interested in careers with FWS.	September 30, 2011 COMPLETED	
4. Monitor workforce statistics quarterly and provide reports to managers and supervisors.	September 30, 2011 COMPLETED	
Report of accomplishments and modifications to objective:		
<p>1. Expanded partnerships with the Gates Millennium Scholars Program and established relationship with for targeted recruitment to outstanding scholars to provide them the opportunity to link their academic curricula with real world work experiences to positions throughout FWS.</p> <p>Established relationship with Science Engineering Alliance (SEA) to target students attending HBCUs.</p> <p>Hired 5 Black students from Natural Resources and Related Sciences (MANNRS) MANNRS</p> <p>2. In accordance with guidance from the Executive Diversity Council, ODIWM conducted 11 EEO and Diversity training sessions for managers and supervisors, which included information and guidance on the use of hiring flexibilities and/or special employment programs to assist them in recruiting diverse candidate pools, including blacks and other targeted groups through annually scheduled training.</p> <p>3. In accordance with Diversity Inclusion Implementation/Action Plan, managers and supervisors advertised more positions at lower grade levels as best practices in Regional Diversity Action Plans.</p> <p>4. ODIWM monitored workforce statistics quarterly through the preparation and review of Service-wide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards.</p>		
Activities planned for FY 2012:		
<p>1. Establish at least three new relationships with Black community organizations to recruit highly qualified candidates to meet the FWS' current and future hiring needs.</p> <p>2. Establish at least three new relationships with colleges or universities and three new relationships with high schools that features a high Black student population.</p>		

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**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan to Eliminate Identified Barrier**

FY 2011 - U.S. Fish and Wildlife Service

**STATEMENT OF
CONDITION THAT
WAS A TRIGGER FOR
A POTENTIAL
BARRIER:**

Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?

There is a low participation rate of Blacks in the professional biology series.

This condition was recognized after further examining the participation rate of Black employees in the professional biology workforce series. The participation rate was 1.6% in FY 2011 compared to the civilian labor force (CLF) of 2.9% a difference of 1.3%.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

FPPS data was analyzed by comparing participation rates of all racial and ethnic groups in FWS workforce by their occupations. The rates of participation of Black employees in the professional biology series were also compared to the rates of participation in the civilian labor force. This determined initial cause of the condition.

The percentages of FWS professional biologists in all other racial and ethnic groups, except for Asians and Hispanic Women, when compared to the CLF, closely approximate their percentage in the professional biology series.

A review of partnerships with Black professional organizations and associations indicated that these organizations and associations need to be utilized more effectively by recruiters and selecting officials.

A review was conducted of accessions and separations of Black employees in FWS mission-critical professional biology occupations. Black employees constituted only 1.4% of permanent accessions, while the CLF stands at 2.9%.

**STATEMENT OF
IDENTIFIED
BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Limited viable recruitment sources and contact with Black professional organizations and associations that produce qualified Black professional biologists.

Limited number of qualified Black candidates are identified on selection certificates.

FWS works with recruitment sources that produce Black candidates at the entry level; however, a small percentage of Blacks enter through the 404 series (technical) and 499 series (professional), in addition to term and temporary positions.

OBJECTIVE:

State the alternative or revised agency policy, procedure or practice to be

Develop additional entry level opportunities through the use of direct hiring authorities such as students programs to reach Black candidates.

Increase the number of effective targeted recruitment sources.

implemented to correct the undesired condition.	Analyze best practices to increase the participation of Blacks in the professional biology series. Analyze the feasibility of establishing a manual tracking system for applicant background tracking in the interim until a federal-wide agency solution is developed and released.
RESPONSIBLE OFFICIAL:	FWS Directorate Managers and Supervisors Division of Human Capital Office of Diversity and Inclusive Workforce Management
DATE OBJECTIVE INITIATED:	December 15, 2008
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2012
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	
1. Partner with groups such as the Gates Millennium Scholars (GMS) Program, Minorities in Agriculture Natural Resources Related Sciences (MANRRS), Student Conservation Association (SCA), Minorities in Natural Resources Conservation (MINRC), and The Posse Foundation, to recruit highly qualified candidates to meet FWS's current and future hiring needs.	September 30, 2011 Extended September 30, 2012
2. Provide guidance to managers and supervisors on recruitment strategies and sources that will be effective and productive in reaching qualified candidates interested in careers with FWS.	September 30, 2011 COMPLETED
3. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).	September 30, 2011 COMPLETED
4. Work with managers to develop and advertise more entry level opportunities to reach Black candidates interested in careers with FWS.	September 30, 2011 COMPLETED
5. Monitor workforce statistics on professional biology occupations and provide a report to managers quarterly.	September 30, 2011 COMPLETED
Report of accomplishments and modifications to objective:	
1. Expanded partnerships with the Gates Millennium Scholars Program for targeted recruitment to outstanding scholars, to reach outstanding diverse students who are in undergraduate and graduate programs, and to provide them the opportunity to link their academic curricula with real world work experiences to positions throughout FWS.	
2. In accordance with guidance from the Executive Diversity Council, FWS conducted EEO and Diversity training sessions for managers and supervisors, which included information and guidance on the use of hiring flexibilities and/or special employment programs to assist them in recruiting diverse candidate pools, including blacks and other targeted groups through annually scheduled training.	
3. Distributed a wide variety of print and outreach materials that included information and support for EEO and Diversity including: fact sheets, occupational, brochures, and promotional materials. This included guidance to managers and supervisors on recruitment strategies and sources such as the STEP and SCEP factsheets.	

4. In accordance with Diversity Inclusion Implementation/Action Plan, managers and supervisors advertised more positions at lower grade levels as best practices in Regional Diversity Action Plans.
5. FWS monitored workforce statistics quarterly through the preparation and review of Service-wide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards – briefed managers and supervisors quarterly on results.

Activities planned for FY 2012:

1. Establish at least one new relationship with an organization that features science programs to recruit highly qualified candidates to meet the FWS' current and future hiring needs.
2. Establish at least three new relationships with colleges or universities and three new relationships with high schools that feature a high population of Black students in the science population.

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**STATEMENT OF
CONDITION THAT
WAS A TRIGGER FOR
A POTENTIAL
BARRIER:**

Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?

There is a low participation rate of Hispanic women in the professional biology series.

This condition was recognized when examining the participation rate of Hispanics in the professional biology workforce series in FY 2011. The participation rate of Hispanic women was 1.8% when compared to the civilian labor force (CLF) of 2.1%. Although Hispanic women in the professional biology series remained the unchanged in the CLF, Hispanic participation decreased by 0.2% in FWS professional biology series.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

FPPS data was analyzed by comparing participation rates of all race and ethnic groups in FWS permanent workforce. In addition, a review of overall accessions and separations of Hispanics was conducted. The data indicated Hispanics constituted 4.1% of overall accessions, while the CLF participation rate for Hispanics is 6.1%. In contrast, while the participation of Hispanics in the overall permanent workforce was 6.1%, Hispanics separated at 6.3%. The net effect was .1% decrease in the participation of Hispanics.

Further, the percentages of FWS professional biologists in all race and ethnic groups were compared to the CLF. Data indicated that Hispanic professional biologists were similar to their overall rates in the CLF.

However, when the rates of participation for Hispanic women in the professional biology series were compared to rates of participation in the civilian labor force, Hispanic women decreased by .1% bringing the groups participation to 1.8%, they still remain under the CLF of 2.1%. This determined initial cause of the condition.

Further review of accessions and separations of Hispanics in FWS professional biology occupations uncovered no issues. Hispanics constituted 4.9% of professional biology permanent accessions which is above the CLF of 4.0%. At the same time Hispanics participation in the professional biology workforce was 4.9%, Hispanic had a 4.0% separation rate. The net effect was a 0.2% decrease in Hispanic participation in the permanent professional biology workforce.

**STATEMENT OF
IDENTIFIED
BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Limited active partnerships with Hispanic professional organizations and associations that will increase participation.

Limited use of recruitment sources which produce Hispanic candidates at the entry level.

OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Increase active partnerships with Hispanic professional organizations and associations to reach qualified Hispanic candidates at the entry level. Develop more entry level opportunities, especially through the use of the student programs, to reach Hispanic candidates.
RESPONSIBLE OFFICIAL:	FWS Directorate Managers and Supervisors Division of Human Capital Office of Diversity and Inclusive Workforce Management
DATE OBJECTIVE INITIATED:	December 15, 2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Partner with groups such as the Gates Millennium Scholars (GMS) Program, Minorities in Agriculture Natural Resources Related Sciences (MANRRS), Student Conservation Association (SCA), Minorities in Natural Resources Conservation (MINRC), and The Posse Foundation, to recruit highly qualified candidates to meet FWS current and future hiring needs.	September 30, 2011 COMPLETED
2. Provide guidance to managers and supervisors on recruitment strategies and sources that will be effective and productive in reaching qualified candidates interested in careers with FWS.	September 30, 2011 COMPLETED
3. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).	September 30, 2011 COMPLETED
4. Work with managers to develop and advertise more entry level opportunities to reach Hispanic female candidates interested in careers with FWS.	September 30, 2011 COMPLETED
5. Monitor workforce statistics on professional biology occupations and provide a report to managers quarterly.	September 30, 2011 COMPLETED

Report of accomplishments and modifications to objective:

1. Partnered with groups such as the Gates Millennium Scholars (GMS) Program, Minorities in Agriculture Natural Resources Related Sciences (MANRRS), Student Conservation Association (SCA), Minorities in Natural Resources Conservation (MINRC), and National Hispanic Environmental Council (NHEC) and Hispanic Associations of Colleges and Universities and the National Organization for Mexican American Rights National Council of LaRaza to recruit highly qualified candidates.
2. FWS conducted EEO and Diversity training sessions for managers and supervisors, which included information and guidance on the use of hiring flexibilities and/or special employment programs to assist them in recruiting diverse candidate pools, including Hispanics and other targeted groups through annually scheduled training.

3. Distributed a wide variety of print and outreach materials that included information and support for EEO and Diversity including: fact sheets, occupational, brochures, and promotional materials. This included guidance to managers and supervisors on recruitment strategies and sources such as the STEP and SCEP factsheets.
4. In accordance with Diversity Inclusion Implementation/Action Plan, managers and supervisors advertised more positions at lower grade levels as best practices in Regional Diversity Action Plans.
5. FWS monitored workforce statistics quarterly through the preparation and review of Service-wide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards – briefed managers and supervisors quarterly on results.
6. FWS Spanish speaking employees were on-hand to engage with Spanish speaking students and conference attendees.

Activities planned for FY 2012:

1. Invite at least one Hispanic student serving organization to attend the 2012 NCTC Student Symposium.
2. Attend at least one Hispanic scientific organization meeting to discuss student opportunities with FWS.
3. Establish at least three new relationships with colleges or universities and three new relationships with high schools that feature a high Hispanic population.

**EEOC FORM
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U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan To Eliminate Identified Barrier**

FY 2011 - U.S. Fish and Wildlife Service

**STATEMENT OF
CONDITION THAT
WAS A TRIGGER FOR
A POTENTIAL
BARRIER:**

Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?

There is a low participation rate of Asians in the professional biology series (400 series) within FWS workforce.

This condition was recognized after examining the participation rate of Asians, both male and female professional biologists, in FWS's workforce. The participation rate of Asian professional biologists in this region was compared to Asian professional biologists in the National Civilian Labor Force (CLF).

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

FPPS data was analyzed by comparing participation rates of all racial and ethnic groups in the FWS workforce by their occupations. A review of accessions and separations of Asians in the overall permanent workforce reveals that Asians constituted 2.0% while Asians constituted 8.2% of the CLF. In contrast, while the participation of Asians in the overall permanent workforce was 2.0%, 1.2% of separations were Asian.

Asians constituted 2.0% of permanent accessions, while Asians constituted 6.2% of the CLF. Moreover while Asians constituted only 1.6% of the permanent professional biology workforce, Asians constituted 1.2% of separations for the overall permanent workforce.

FWS hired 6 Asians in the 400 series and 2 Asians were hired through the Student Career Experience Program (SCEP).

**STATEMENT OF
IDENTIFIED
BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Limited traditional targeted recruitment sources for professional biology positions do not significantly reach Asians.

OBJECTIVE:

State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.

Establish relationships with Asian organizations and groups to recruit highly qualified candidates to meet the FWS' current and future hiring needs.

Develop partnerships with Asian scientific communities, organizations, and associations (i.e., Gates Millennium Scholars Program, Asian American Government Executives Network, and National Council of Asian Pacific Americans) which reach Asian professional biologists in the pipeline.

	Develop more entry level opportunities at the GS 5/7/9 grade levels and through the use of the Student Career Experience Program (SCEP).	
RESPONSIBLE OFFICIAL:	FWS Directorate Managers and Supervisors Division of Human Capital Office of Diversity and Inclusive Workforce Management	
DATE OBJECTIVE INITIATED:	December 15, 2010	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2012	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE
1. Partner with groups such as the Gates Millennium Scholars (GMS) Program, Minorities in Agriculture Natural Resources Related Sciences (MANRRS), Student Conservation Association (SCA), Minorities in Natural Resources Conservation (MINRC), Asian American Government Executives Network, National Council of Asian Pacific Americans, and The Posse Foundation, to recruit highly qualified candidates to meet FWS's current and future hiring needs.		September 30, 2012
2. Provide guidance to managers and supervisors on recruitment strategies and sources that will be effective and productive in reaching qualified candidates interested in careers with FWS.		September 30, 2011 COMPLETED
3. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).		S September 30, 2011 COMPLETED
4. Work with managers to develop and advertise more entry level opportunities to reach minority candidates interested in careers with FWS.		September 30, 2011 COMPLETED
5. Monitor workforce statistics on professional biology occupations and provide reports to managers quarterly.		September 30, 2011 COMPLETED
Report of accomplishments and modifications to objective:		
1. Established relationships through the following activities:		
<ul style="list-style-type: none"> FWS attended the Federal Asian Pacific American Council (FAPAC) Conference. FWS Regional Diversity Recruiters lead in staffing the Exhibit booth and made several contacts in the local and other regional areas to assist with recruitment activities. Established a renewed working relationship with FWS lead representative for FAPAC. FWS will be lead for updating the MOU with FAPAC. FWS attended the Asian American Government Executives Network (AAGEN) Annual Conference and invited two other Region 9 Program Managers to attend. Set up a display booth and networked with members of the organization. AAGEN will post GS-14 to SES FWS opportunities through the AAGEN network. FWS attended the Conference on Asian Pacific American Leadership (CAPAL) Career Fair. FWS was invited and attended CAPAL's 22nd Annual Dinner Gala to network to network with the. FWS met with CAPAL Board of Directors members to begin discussion to establish a partnership to assist FWS with quality recruitment from CAPAL network. 		

- FWS participated in two Asian Fortune Diversity Job Fair events that targeted the API community. Our sponsorship included advertisements in Asian Fortune's monthly publication, a posting on their webpage and exposure to the API community.
2. In accordance with guidance from the Executive Diversity Council, FWS conducted EEO and Diversity training sessions for managers and supervisors for recruitment strategies and sources that were effective and productive in reaching qualified candidates interested in biology careers with FWS.
 3. FWS provided Managers and Supervisors with regular training and educational awareness through Diversity training sessions on the benefits of using the SCEP/STEP programs to increase participation rates in targeted groups.
 4. FWS established a recruitment plan to provide greater opportunity to recruit targeted groups. Thirty percent of all accessions will be used for developmental entry levels of 5/7/9 as outlined in the FWS Diversity and Inclusion Implementation/Action Plan. Included in the 4 hour Diversity Training for managers and supervisors are best practices for targeted recruitment through partnerships in the Asian community. Provided examples of potential Asian groups for FWS managers and supervisors to tap into as a potential resource. Encouraged them to create and advertise more opportunities for SCEP, and GS 5/7/9 positions.
 5. EEO Staff met with Regional Directors and Assistant Directors to review their Equal Opportunity and Diversity Scorecards and recommended best practices for targeted recruitment such as working with the Gates Millennium Scholars Program to target students and alumni for STEP/SCEP positions.

Planned activities for FY 2012:

1. In FY 2012, establish at least one relationship with an Asian organization that will have a significant impact on recruitment where FWS has critical needs.
2. FWS will work with student organizations to plan for a weekend workshop in in FY2012 to be held at NCTC that will link managers/supervisors with students.
3. Establish at least three new relationships with colleges or universities and three new relationships with high schools that feature a high API population.

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U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan To Eliminate Identified Barrier**

FY 2011 - U.S. Fish and Wildlife Service

**STATEMENT OF
CONDITION THAT
WAS A TRIGGER FOR
A POTENTIAL
BARRIER:**

Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?

The participation rate of women Criminal Investigators (CI) is lower than expected in the FWS workforce.

This condition was recognized after examining the participation rate of women Criminal Investigators in the FWS workforce. These rates were also compared to Criminal Investigator participation rates within the Civilian Labor Force (CLF).

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

FPPS data was analyzed by comparing participation rates of Criminal Investigators in all racial and ethnic groups by gender in FWS workforce. The data indicated a low participation rate of women. This determined initial cause of the condition.

Further analysis was conducted on accessions. The data showed 18 new criminal investigators in FY 2011. Sixteen of those positions were men and two were women.

A review of recruitment sources showed that wildlife inspectors (1801), including women, are being hired as criminal investigators (1811) indicating a potential source of recruitment for CIs.

**STATEMENT OF
IDENTIFIED
BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Limited recruitment sources produce few women candidates in law enforcement.

FWS identified a potential source to fill 1811 CI vacancies through the 1801 series wildlife inspectors. However, FWS has not fully tapped into this source group when seeking to fill 1811 vacancies.

OBJECTIVE:

State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.

Partner with other Law Enforcement agencies comprised of experienced CIs.

Develop recruitment strategies which enhance participation of women for CI positions.

Develop internal training and career developmental opportunities for the pipeline.

**RESPONSIBLE
OFFICIAL:**

Chief, Office of Law Enforcement
Division of Human Capital
Office of Diversity and Inclusive Workforce Management

**DATE OBJECTIVE
INITIATED:**

December 15, 2009

TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2012
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Examine applicant flow data to determine if the pool is sufficient to support selections of women into the Criminal Investigator GS-1811 series.	September 30, 2011 COMPLETED
2. Survey employees currently in the Criminal Investigator GS-1811 series to identify the best recruitment sources.	September 30, 2011 Extended: September 30, 2012
3. Develop strategies such as partnering with other Federal Law Enforcement agencies and organizations such as Women in Federal Law Enforcement to develop targeted recruitment plans	September 30, 2011 Extended: September 30, 2012
4. Provide interested new and current 1801s information on career paths to advance to 1811 positions.	September 30, 2012
Report of accomplishments and modifications to objective:	
1. FWS conducted an analysis to determine that women can be selected into the CI from the 1801 field. ODIWM and HR met with Assistant Director for Law Enforcement to discuss strategies to build the pipeline for women in the CI field during the quarterly scorecard meeting. 3. The Assistant Director for Law Enforcement agreed to work closely with ODIWM and HR to develop new recruitment strategies to encourage more women and minorities to apply for CI positions.	
Planned activities for FY 2012:	
1. FWS will work with Law Enforcement to identify at least one Law Enforcement organization to conduct outreach for the purpose of increasing women participation in CI. 2. ODIWM and HR will work with Law Enforcement to develop recruitment strategies to increase the participation of women CI. 3. ODIWM and HR will work with Law Enforcement to develop a survey for employees to identify best recruitment strategies to increase the participation rate for women CI.	

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U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan to Eliminate Identified Barrier**

FY 2010 - U. S. Fish and Wildlife Service

**STATEMENT OF
CONDITION THAT
WAS A TRIGGER FOR
A POTENTIAL
BARRIER:**

Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?

There is a low participation rate of individuals with targeted disabilities in FWS.

This condition was recognized after examining the participation rate of permanent employees with targeted disabilities which is 1.2% compared with the Federal workforce benchmark which is 2.0%.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

A review of workforce employment data was analyzed by comparing rates of participation for individual with disabilities in FWS with the Federal benchmark. This determined initial cause of the condition.

FWS continued to assess the participation of targeted disabilities against the Federal benchmark of 2.0%. Employees with targeted disabilities in FWS are 1.2% of the workforce which is 0.8% below the benchmark. In FY2011, FWS hired 16 individuals with targeted disabilities in permanent positions, compared to 10 hires in FY2010.

The review indicated that on board permanent workforce at the end of FY 2011 had a percentage rate of change at 4.9% for targeted disabled and 2.7% for the total workforce.

Further review was conducted of accessions and separations. Although FWS hired 16 (2.1%) individuals with targeted disabilities in permanent positions, participation rates remained unchanged for individuals with targeted disabilities at 1.2% in FY 2011. It is important to note that FWS also hired 10 individuals with a targeted disability to temporary positions to create a pipeline.

There were 11 separations of individuals with targeted disabilities in permanent positions which is 2.2% of separations from the total permanent workforce when compared to the FY 2010 baseline of 1.5%.

**STATEMENT OF
IDENTIFIED
BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Limited awareness and utilization of special hiring authorities for hiring qualified individuals with disabilities.

Limited targeted outreach and recruitment to qualified individuals with disabilities.

Limited selection of vacancies being made available for targeted recruitment.

OBJECTIVE:	Educate managers, supervisors and selecting officials about the use of special hiring authorities for qualified individuals with disabilities.	
State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Target outreach and recruitment for all FWS vacancies to qualified individuals with targeted disabilities.	
	Encourage targeted recruitment with managers, supervisors to expand selection of vacancies.	
RESPONSIBLE OFFICIALS:	FWS Directorate Managers and Supervisors Division of Human Capital Office of Diversity and Inclusive Workforce Management	
DATE OBJECTIVE INITIATED:	December 15, 2007	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2010	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE	
1. Implement the Director's hiring goals for individuals with targeted disabilities.	September 30, 2010 COMPLETED	
2. Continue to develop targeted recruitment initiatives to reach individuals with targeted disabilities. Activities are required to be reported in the Quarterly Accomplishment Report.	September 30, 2010 COMPLETED	
3. Continue to monitor statistics on hires of individuals with targeted disabilities and provide reports to managers and supervisors quarterly.	September 30, 2010 COMPLETED	
4. Continue to provide training, advice and guidance on the legal and regulatory requirements associated with special employment programs that can be used to hire individuals with disabilities and veterans (i.e., Schedule A – Appointment of Individuals with disabilities; Appointment of 30% or More Disabled Veterans.	September 30, 2010 COMPLETED	
Report of accomplishments and modifications to objective:		
1. The Director's hiring goal for individuals with targeted disabilities are issued annually. In FY2011, the established goal was three (3) per Region for a total of 27. As of 9/30/2011, FWS hired 26 individuals with targeted disabilities out of 27.		
In FY 2011, FWS hired 9 full-time/permanent Recruiters, one for each Regional Office, dedicated to developing partnerships that increase diverse applicants and the use of the special hiring authorities.		
2. Participated in career fairs to recruit individuals with disabilities at events for DoD Operation Warfighter, DoD/Department of Labor Hiring Heroes, and colleges and universities such as Gallaudet University.		
Provided internships for 5 soldiers in the Operation Warfighter Program.		
A contract was established with Bender Consulting, Inc., to provide recruitment services to all the Regions. Resumes were submitted to regional recruiters and HR offices.		
In FY2011, the Director of the Service produced a video message on diversity and inclusion that was made available on the web for the general public and on the Service Intranet (InsideFWS) for employees. The Director required all Service employees to view the video.		

Participated in Gallaudet University annual spring and fall career fairs to recruit students and graduates with disabilities. Provided career information to students and circulated resumes to HR Student Coordinator, and managers and supervisors.

The Virginia Department of Rehabilitative Services presented its 2011 Champion in Leadership Award to the Service for internships, hiring, and retention efforts for individuals with disabilities. The Service's hiring practices for individuals with disabilities were also recognized by the Mid-Atlantic Regional Collaborative's Disability Workforce Consortium.

Reinforced and developed new partnerships to recruit individuals with disabilities such as Gallaudet University, Paralyzed Veterans of America, VA/MD/DC State Department of Rehabilitative Services, Department of Veterans Affairs, and DoD's Operation War Fighter Program. A new partnership was developed with Project Healing Waters, a program that gives disabled veterans the opportunity to learn how to fly fish as part of their recuperation process. FWS also strengthened the nationwide partnership with Paralyzed Veterans of America (PVA) by continuing to use PVA as an effective recruitment source for permanent and temporary positions.

3. Workforce statistics were monitored quarterly through the preparation and review of bureau wide, Regional and Assistant Directors Equal Employment Opportunity and Diversity Scorecards.
4. Diversity Training for managers and supervisors included an overview of the DII 5 year plan, reasonable accommodations, special hiring authorities, the Workforce and Recruitment Program (WRP), and speakers from FWS veterans and partnerships such as DoD – Operation War Fighter, Paralyzed Veterans of America, Gallaudet University, and State Department of Rehabilitative Services. Special Emphasis events were also conducted throughout the year.

Developed Targeted Recruitment Plans based on established relationships with identified sources and circulated them to DCR Regional Offices.

Planned activities for FY 2012:

FWS will continue to work towards the Director's annual goal of hiring 3 individuals with disabilities per Region (a total of 27) in an effort to increase the number of individuals with targeted disabilities hired in FY 2012.

Bender Consulting, Inc. will continue to be utilized for recruitment services for Regional Recruiters for the recruitment of individuals with targeted disabilities.

Issue an all employee message to ask employees to update their race, national origin, and disability status in employee express to improve quality of data for all regions.

Continue to use quarterly scorecard meetings, monthly staff meetings, and other meetings with managers and supervisors to develop recruitment sources and strategies for using various hiring authorities to reach individuals with targeted disabilities.

Continue partnering with External Affairs and managers and supervisors to develop and share more articles on partnerships and employees with disabilities for InsideFWS and public web pages.

Participate in college career fairs and target students with disabilities such as Gallaudet's annual spring and fall career fairs.

See Part J for other planned activities.

Part J

Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities

**EEOC FORM
715-01 PART J**

U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted
Disabilities**

PART I Department or Agency Information	1. Agency	1. Department of the Interior (DOI)					
	1.a. 2 nd Level Component	1.a. U. S. Fish and Wildlife Service					
	1.b. 3 rd Level or lower	1.b.					

PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number	October 1, 2010		September 30, 2011		Net Change	
		Number	%	Number	%	Number	Percentage Change
	Total Work Force	8,574	100.00%	8,808	100.00%	234	2.7%
	Reportable Disability	691	8.1%	719	8.2%	28	4.1%
	Targeted Disability*	103	1.2 %	108	1.2%	5	4.9%
	* If the rate of change for individuals with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Individuals with targeted disabilities during the reporting period.					Data not available.	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					Data not available.		

PART III Participation Rates In Agency Employment Programs

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	434	26	6.0	4	0.9	0	0	408	94.0
4. Non-Competitive Promotions	604	53	8.8	8	1.3	0	0	551	91.2
5. Employee Career Development Programs	120	1	0.8	0	0	3	2.5	116	96.7
5.a. Grades 5 to 12	96	1	1.0	0	0	3	3.1	92	95.8
5.b. Grades 13 – 14	24	0	0	0	0	0	0	24	100
5.c. Grade 15/SES	0	0	0	0	0	0	0	0	0
6. Employee Recognition and Awards	12,167	912	7.5	119	1.0	259	2.1	10,996	90.4
6.a. Time-Off Awards (Total hrs awarded)	26,046	1,640	6.3	107	0.4	434	1.7	23,972	92.0
6.b. Cash Awards (total \$ awarded)	18,662,942	1,336,762	7.2	92,508	0.5	380,466	2.0	16,945,714	90.8
6.c. Quality-Step Increase	299	26	8.7	3	1.0	7	2.3	266	89.0
Part IV Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I . Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.								

Part V: Objectives for Individuals with Targeted Disabilities

At the end of FY2011, there were a total of 108 individuals with targeted disabilities in the permanent workforce, an increase of 5 over the previous year. Nevertheless, with workforce growth the participation rate remained flat at 1.2%.

Accessions:

There were a total of 16 individuals with targeted disabilities hired into permanent positions during FY2011, constituting 2.1% of permanent hires.

Separations:

There were a total of 11 individuals with targeted disabilities separated from the permanent workforce during FY2011, constituting 2.2% of separations.

Promotions:

There were a total of 1,038 promotions (competitive & non-competitive) in the permanent workforce during FY2011. Of these, 12 had targeted disabilities. This constituted 1.2% of promotions.

Objective:

FWS has an objective, listed in Part I of this Plan, to continue the Director's goal of hiring 27 individuals with targeted disabilities (3 per Region).

Summary of Recruitment Guide for Individuals with Targeted Disabilities

Recruitment Strategies

- Establish recruitment teams with participation of managers, Human Resources and Diversity and Inclusive Workforce Management staff.
- Share best practices of recruitment for individuals with targeted disabilities with the Regions/Programs so that they may benefit from proven successful practices.
- Maximize recruiting from all sources when filling positions, including those in the Senior Executive Service, managerial and supervisory positions at grades GS-13 to GS-15, in an effort to attract a broader pool of candidates with disabilities.
- Develop collaborative recruiting partnerships with community, academic and governmental groups to locate and market potential applicants to managers.
- Improve outreach and access to employment opportunities for individuals with disabilities.
- Cultivate contacts at colleges and universities and other placement offices to increase the awareness of the FWS's interests to identify applicants/candidates for positions.
- Participate in college career fairs such as Gallaudet University, to reach students with disabilities.

- Use the FWS's website to raise awareness of FWS as an employer of choice.
- Use the internet and social media to help recruit individuals with disabilities and raise awareness of FWS as an employer of choice. Target rehabilitation agency websites and websites used by individuals with disabilities and personnel separating from military service.
- Increase FWS's presence at meetings and conferences of organizations serving individuals with disabilities to target a larger pool of potential candidates.
- Contact students with disabilities listed in the Workforce Recruitment Program (WRP) annual on-line recruitment list to encourage students to visit FWS's website for job vacancy announcements and inform them about student employment opportunities.

Recruitment Sources

Expand the use of recruitment sources of applicants with disabilities including:

- State/local Vocational Rehabilitation Agencies (SVRAs)
- U.S. Department of Veterans Affairs (VA)
- Department of Defense, Operation Warfighter Program
- Job Accommodation Network (JAN)
- Workforce Recruitment Program for College Students with Disabilities (WRP)
- OPM's resume bank for persons with disabilities
- Employer Assistance Referral Network (EARN)
- Rehabilitation Services Administration (RSA)
- Professional organizations and publications serving the interests of individuals with disabilities, and
- National and local community organizations and disability advocacy groups.

Hiring Strategies

The Branch of Human Resources and the Office of Diversity and Inclusive Workforce Management will provide guidance to managers on the use of the special appointing authorities available when hiring individuals with disabilities, including but not limited to:

- **Schedule A, 5 CFR 213.3102(u) for hiring people with severe physical disabilities, psychiatric disabilities, and mental retardation.** This excepted authority is used to appoint persons with severe physical disabilities, psychiatric disabilities, and intellectual disabilities. Such individuals may qualify for conversion to permanent status after two years of satisfactory service. Severe physical disabilities include but are not limited to blindness, deafness, paralysis, missing limbs, epilepsy, dwarfism, and more.
- **Schedule A, 5 CFR 213.3102(11) for hiring readers, interpreters, and personal assistants.** This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities as reasonable accommodations.

- **5 CFR 315.604 for hiring disabled veterans enrolled in a Department of Veterans Affairs (VA) training program.** This authority is used to hire veterans with disabilities who are eligible for training under the VA vocational rehabilitation program (38 U.S.C. Chapter 31). The veterans may enroll for training or work experience at an agency under the terms of an agreement between the agency and VA. Veterans in this program are beneficiaries of the VA, thus for most purposes are not Federal employees. Upon successful completion of the program, the Region may appoint the veterans non-competitively under a status quo appointment that may be converted to permanent status at any time.
- **5 CFR 316.201(b) for hiring worker-trainees for programs such as the Welfare to Work program.** Federal agencies are encouraged to expand the use of the worker-trainee authority under TAPER (Temporary Appointment Pending Establishment of a Register) and other excepted service hiring authorities to appoint welfare recipients to entry-level positions. Accordingly, the worker-trainee authority may be used as an additional tool to increase employment opportunities for people with disabilities under the Welfare to Work program.
- **5 CFR 316.302(b)(4) and 5 CFR 316.402(b)(4) for hiring 30 percent or more disabled veterans.** These authorities are used to hire veterans with a compensable service connected disability of 30% or more who was issued a notice of retirement or discharge from active military service due to the disability; or who was rated by the VA within the preceding year, as having a compensable service-connected disability of 30 percent or more. If the appointment is for more than 60 days, they may be converted, without a break in service, to permanent status at any time during the appointment.

Retention Strategies

- Monitor the participation of individuals with targeted disabilities in career development and formal leadership training programs.
- Strengthen the Individuals with Disabilities Special Emphasis Program to provide awareness and education to management and employees on issues relating to employees with disabilities, especially during the observance for Disability Employment Awareness Month (October).
- Educate managers on how to make the workplace accessible for individuals with disabilities and how to assess the ability of a potential employee with disabilities to perform the essential functions of the job.
- Provide managers information on the DOI's Reasonable Accommodation Policy in Diversity Training and staff meetings.
- Provide managers and supervisors information on obtaining electronic equipment through the Department of Defense, Computer/Electronics Accommodations Program.
- Managers will check that their supervisors are keeping IDPs in compliance.
- Continue the Director's hiring goals for individuals with targeted disabilities; and, monitor and track progress and retention quarterly.



U.S. Fish & Wildlife Service

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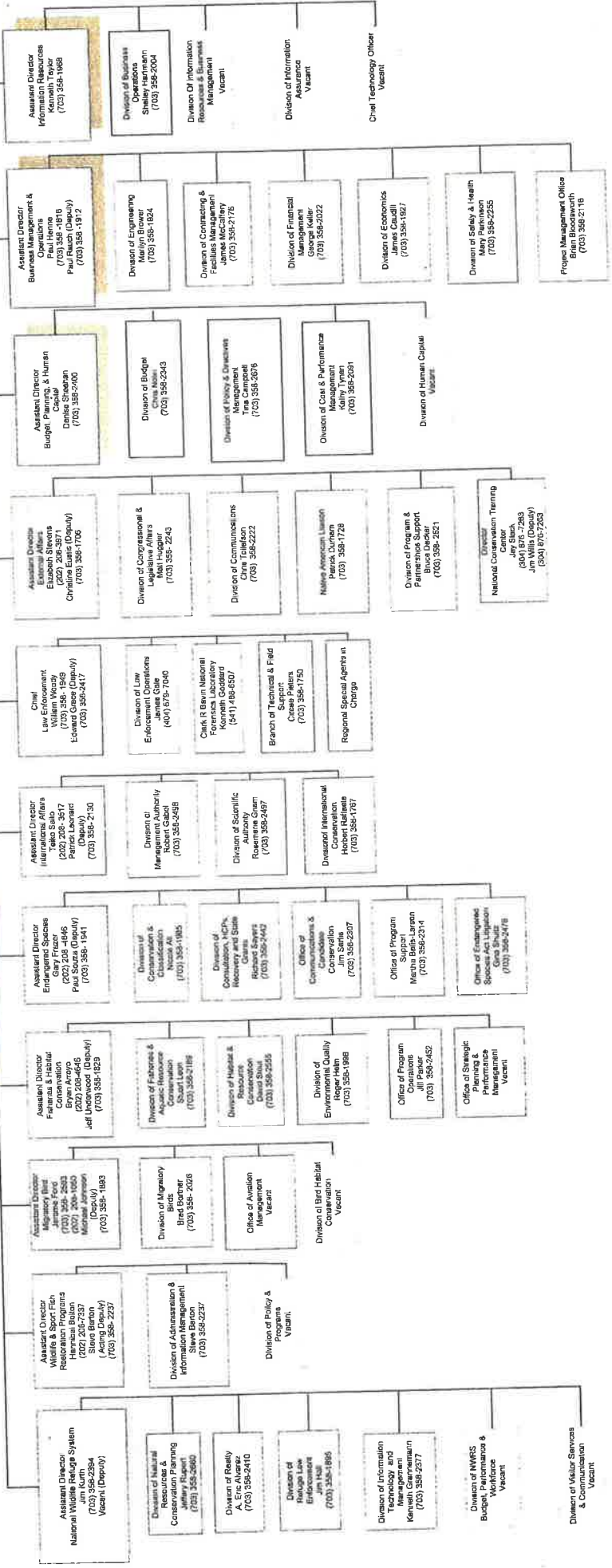
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Sarah Mott (Deputy)
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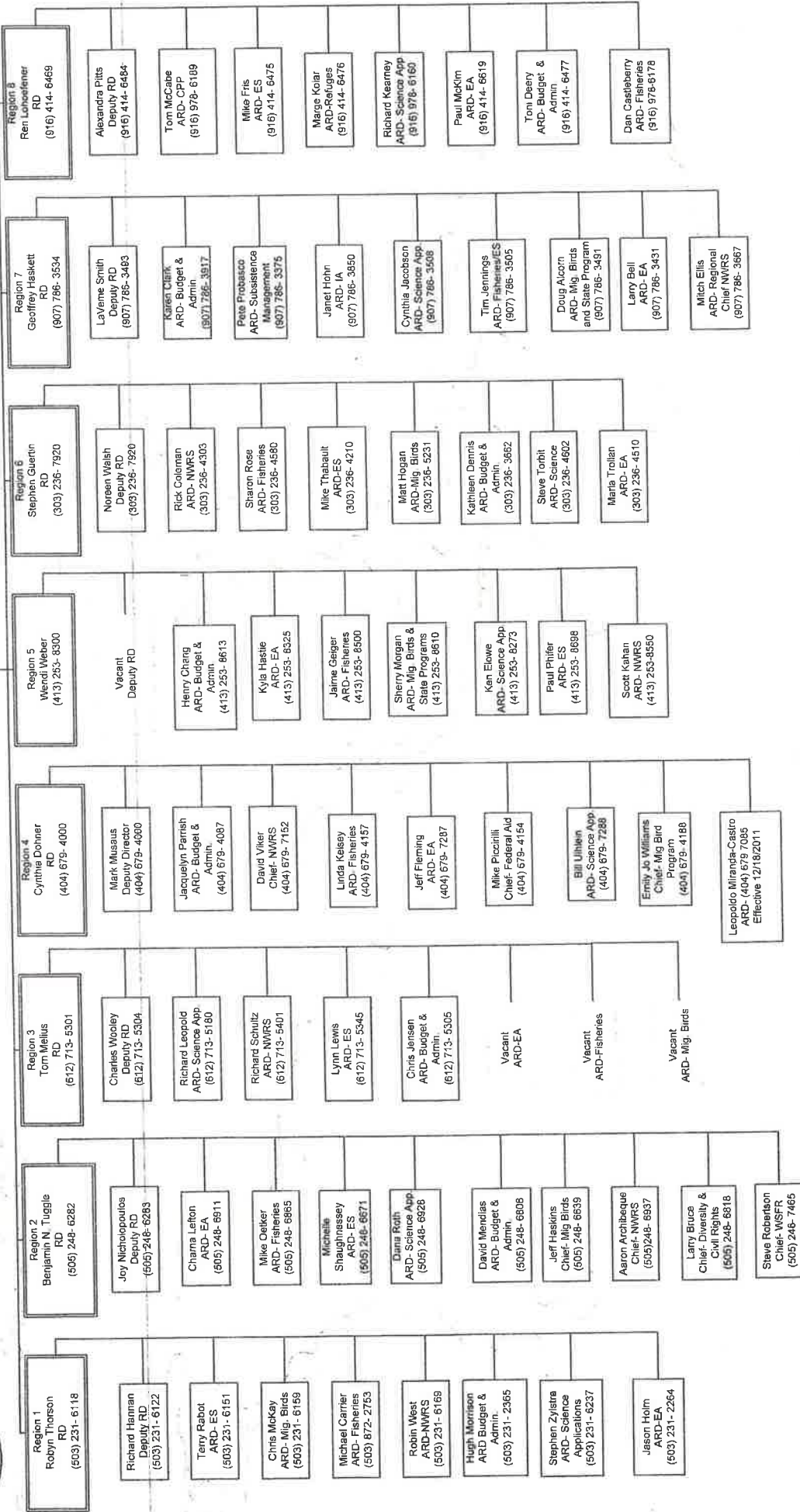
Office of Diversity & Inclusive
Workforce Management
Wendy H. H.
(703) 358-2356

Director's Office
Chief of Staff
Betsy Milbrandt
(202) 208-4545
Special Assistant
Genevieve LeRouche
(202) 208-3843
Deputy Ethics Officer
Anne Radley
(503) 725-3030
FNWS Liaison
Vacant
(202) 208-6211





Rowan Gould
Deputy Director





United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/ODIWM/049937

NOV 23 2011

Memorandum

To: All FWS Employees
From: Director *Dino M. Asche*
Subject: Equal Employment Opportunity and Non-Discrimination Policy

It is the policy of the U.S. Fish and Wildlife Service (Service) to provide equal opportunity to all employees and applicants for employment regardless of race, color, national origin, religion, sex (including pregnancy and gender identity), disability, age (40 years or older), reprisal, or protected genetic information. Moreover, consistent with Presidential Executive Orders and other laws designed to protect federal employees, the Service must vigilantly prevent discrimination based on sexual orientation, parental status, military service, or any other non-merit factor. These commitments must be exemplified in all of our management practices and decisions including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

The Service must strive to create and foster an inclusive work environment, one that affords all employees the opportunity to attain their personal goals, to grow within the Service, and to fully contribute to the accomplishment of our vital mission. All Service employees have a responsibility to carry out this policy and to promote it through exemplary conduct, stewardship, and professionalism with other Service employees, conservation partners, and the public. Managers and supervisors will be held responsible and accountable for promoting and ensuring equal opportunity in the Service's policies, programs and practices. This is essential to attracting, developing and retaining the most qualified workforce to carry out the Service's mission.

The Service does not tolerate discrimination, harassment or reprisal in the workplace. Allegations of discrimination will be addressed promptly and professionally. Timely compliance with decisions issued on discrimination complaints is mandatory. Appropriate disciplinary action will be taken when a decision is issued confirming allegations of discrimination, harassment, or reprisal.

Employees who believe that they have been the subject of unlawful discrimination must initiate contact with their Regional Diversity and Civil Rights Office or the Office of Diversity and Inclusive Workforce Management in Washington, D.C. within 45 calendar days of the alleged discriminatory event, or in case of a personnel action, within 45 days of the effective date of the action.

This Policy and the Department of the Interior's policy on Equal Opportunity and Zero Tolerance of Discrimination and Harassment shall be posted on the Service's internal website, in all Human Resources and Diversity and Civil Rights Offices, in common areas such as break rooms, and on official bulletin boards. Inquiries concerning either this policy or specific situations relevant to this policy should be directed to the Office of Diversity and Inclusive Workforce Management, in Washington, D.C. at (703) 358-1724.



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



NOV 23 2011

In Reply Refer To:
FWS/ODIWM/049942

Memorandum

To: All FWS Employees
From: Director *Dan McAule*
Subject: Zero Tolerance Harassment Policy

It is the policy of the U.S. Fish and Wildlife Service (Service) to provide employees with a work environment that is free from harassment. The Service prohibits harassment on the basis of race, color, national origin, religion, sex (whether or not of a sexual nature including pregnancy and gender identity), disability, age (40 years or older), reprisal, protected genetic information, or sexual orientation.

Workplace harassment is any form of unwelcome, pervasive, persistent, unsolicited verbal, non-verbal, or physical conduct that is so objectively offensive that it alters the victim's terms and conditions of employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive as to unreasonably interfere with an employee's work performance by creating an intimidating, abusive, offensive, and hostile work environment. The use of derogatory words, phrases, epithets, gestures, pictures, drawings, or cartoons can create an intimidating and hostile work environment and will not be tolerated in the workplace regardless of the means of delivery to include, but not limited to, verbal communication, electronic mail, text messaging, or any other form of written or electronic communication.

Just as we strive to accomplish our mission, we must also strive to maintain the trust and confidence of our employees, conservation partners, and the public. Harassment adversely affects morale, teamwork, and productivity and is strictly prohibited.

Employees are strongly encouraged to report incidents of harassment to their immediate supervisor (allegations involving an immediate supervisor should be reported to a higher level management official). Employees may also contact their servicing Human Resources (HR) Office or Diversity and Civil Rights (DCR) Office, or the Washington D.C. Office of Diversity and Inclusive Workforce Management (ODIWM). Supervisors and managers will take immediate action to conduct an internal inquiry and resolve

reports of harassment. If evidence confirms allegations of harassment, the supervisor will take appropriate corrective and disciplinary action. Any employee found to have participated in harassment of any kind will be subject to appropriate administrative or disciplinary action, which may include removal from federal service. Disciplinary action will also be taken against supervisors who do not carry out their responsibilities under this policy. Any action taken to address and resolve issues of harassment will be confidential and retaliatory action against an employee who raises a claim of harassment of any kind will not be tolerated.

The Service's internal inquiry is a management responsibility and is not part of the Equal Employment Opportunity (EEO) complaint process. Any employee who desires to initiate an EEO Complaint alleging harassment must contact their Regional DCR office or the Washington, D.C. ODWIM within 45 calendar days of the date of the alleged harassment. The Service's inquiry does not have an impact on the EEO time requirement. Therefore, employees may not wait until after an internal inquiry is conducted if they desire to enter into the EEO process.

If you have any questions or require additional information on the Service's policy regarding Harassment and Zero Tolerance, contact your servicing DCR or HR Office, or the Washington, D.C. ODWIM at (703) 358-1724.



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/ODIWM/050035

NOV 29 2011

Memorandum

To: All FWS Employees
From: **Deputy** Director *Rowan W. Howell*
Subject: Reasonable Accommodation Policy for Scheduled Events

The U.S. Fish and Wildlife Service (Service) is committed to ensuring its programs, facilities, and activities are accessible to all individuals, including persons with disabilities. Each Regional Office is therefore required to have a primary point of contact to ensure that Service sponsored activities, events, and electronic information technology meet the required accessibility standards. All event sponsors or coordinators are responsible for working with their Regional point of contact to ensure that events are accessible to all Service employees. When announcing an event or meeting, it is required that all Service sponsored activities include an accessibility statement explaining how individuals with disabilities may request an accommodation or program modification.

The following statement is required for inclusion in all Washington Office event announcements, electronic and hard copy fliers. Regional Offices are also required to use a similar statement, tailoring the language to meet Regional needs.

"The U.S. Fish and Wildlife Service is committed to providing access to this meeting (or event) for all participants. Please direct all requests for sign language interpreting services, Computer Aided Realtime Translation (CART), or other accommodation needs to Ms. Julia Bumbaca at Julia_Bumbaca@fws.gov.

If you need alternative formats or services because of a disability or have any questions concerning a reasonable accommodation, please contact Ms. Julia Bumbaca at 703-358-2349 or Julia_Bumbaca@fws.gov, TTY 800-877-8339 with your request by close of business (deadline)."

Service events include, but are not limited to: Service sponsored events on and outside of Service property, such as management-sponsored meetings and briefings; special emphasis observances; announcements of reports or major initiatives; conferences; training programs; and

office social functions, such as retirement celebrations and holiday parties. This includes meetings sponsored by Service employees.

Please note that sign language interpreters should be requested at least five business days in advance of the event. Interpreters must be provided for Service sponsored events that are open to all employees or the public and for all events at which the Director or Deputy Director are scheduled to speak. Further, event coordinators should not wait for requests from employees when it is known that employees with hearing impairments are expected to be present.

If you have any questions or need more information, please contact Ms. Julia Bumbaca, Service Disability Program Manager, at 703-358-2349 (Voice), TTY 800-877-8339 or Julia_Bumbaca@fws.gov.

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DOI Fish And Wildlife Service

REPORTING PERIOD: FY 2011

PART I - PRE-COMPLAINT ACTIVITIES

EEO COUNSELOR

A. INTENTIONALLY LEFT BLANK

ADR INTAKE OFFICER

B. INTENTIONALLY LEFT BLANK

TOTAL COMPLETED/ENDED COUNSELINGS

C. TOTAL COMPLETED/ENDED COUNSELINGS

1. COUNSELED WITHIN 30 DAYS

2. COUNSELED WITHIN 31 TO 90 DAYS

a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 90 DAYS

b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR

c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY

3. COUNSELED BEYOND 90 DAYS

4. COUNSELED DUE TO REMANDS

D. PRE-COMPLAINT ACTIVITIES

1. ON HAND AT THE BEGINNING OF THE REPORTING PERIOD

2. INITIATED DURING THE REPORTING PERIOD

3. COMPLETED/ENDED COUNSELINGS

a. SETTLEMENTS (MONETARY AND NON-MONETARY)

b. WITHDRAWALS/NO COMPLAINT FILED

c. COUNSELINGS COMPLETED/ENDED IN REPORTING PERIOD THAT RESULTED IN COMPLAINT FILINGS IN REPORTING PERIOD

d. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD

4. COUNSELINGS PENDING AT THE END OF THE REPORTING PERIOD

E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS

	COUNSELINGS	INDIVIDUALS	AMOUNT
TOTAL	0	0	\$ 0.00
1. COMPENSATORY DAMAGES	0	0	\$ 0.00
2. BACKPAY/FRONTPAY	0	0	\$ 0.00
3. LUMP SUM PAYMENT	0	0	\$ 0.00
4. ATTORNEY FEES AND COSTS	0	0	\$ 0.00
5.			\$
6.			\$
7. AWARD			\$

F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS

	COUNSELINGS	INDIVIDUALS
TOTAL	3	3
1. HIRES	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
2. PROMOTIONS	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
3. EXPUNGEMENTS	3	3
4. REASSIGNMENTS	0	0
5. REMOVALS RESCINDED	0	0
a. REINSTATEMENT	0	0
b. VOLUNTARY RESIGNATION	0	0
6. ACCOMMODATIONS	0	0
7. TRAINING	0	0
8. APOLOGY	0	0
9. DISCIPLINARY ACTIONS	1	1
a. RESCINDED	0	0
b. MODIFIED	1	1
10. PERFORMANCE EVALUATION MODIFIED	0	0
11. LEAVE RESTORED	0	0
12. WORK SCHEDULE MODIF		
13.		

G. ADR SETTLEMENTS WITH MONETARY BENEFITS

	COUNSELINGS	INDIVIDUALS	AMOUNT
TOTAL	0	0	\$ 0.00
1. COMPENSATORY DAMAGES	0	0	\$ 0.00
2. BACKPAY/FRONTPAY	0	0	\$ 0.00
3. LUMP SUM PAYMENT	0	0	\$ 0.00
4. ATTORNEY FEES AND COSTS	0	0	\$ 0.00
5.			\$
6.			\$
7.			\$

H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS

	COUNSELINGS	INDIVIDUALS
TOTAL	1	1
1. HIRES	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
2. PROMOTIONS	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
3. EXPUNGEMENTS	0	0
4. REASSIGNMENTS	0	0
5. REMOVALS RESCINDED	0	0
a. REINSTATEMENT	0	0
b. VOLUNTARY RESIGNATION	0	0
6. ACCOMMODATIONS	0	0
7. TRAINING	0	0
8. APOLOGY	0	0
9. DISCIPLINARY ACTIONS	0	0
a. RESCINDED	0	0
b. MODIFIED	0	0
10. PERFORMANCE EVALUATION MODIFIED	0	0
11. LEAVE RESTORED	0	0
12. SPECIFIC TIME FOR BREAK	1	1
13. TELEWORK CLARIFICATION		

I. NON-ADR SETTLEMENTS

	COUNSELINGS	INDIVIDUALS
TOTAL	3	3

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: **DOI Fish And Wildlife Service**

REPORTING PERIOD: **FY 2011**

PART II - FORMAL COMPLAINT ACTIVITIES

20	A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD
30	B. COMPLAINTS FILED
0	C. REMANDS (sum of lines C1+C2+C3)
0	C.1. REMANDS (NOT INCLUDED IN A OR B)
0	C.2. REMANDS (INCLUDED IN A OR B)
0	C.3. NUMBER OF ADDITIONAL REMANDS IN THIS REPORTING PERIOD THAT ARE NOT CAPTURED IN C.1 OR C.2 ABOVE
0	C.4. ADDITIONAL CLOSURES IN THIS REPORTING PERIOD NOT REFLECTED IN F. OR H. THAT RESULTED FROM REMANDS
50	D. TOTAL COMPLAINTS (sum of lines A+B+C1)
50	E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED
18	F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD
0	G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED
0	H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD
32	I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (F+H)) + [(C2 + C3) - C4]
30	J. INDIVIDUALS FILING COMPLAINTS (Complainants)
0	K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS

PART III - AGENCY RESOURCES, TRAINING, REPORTING LINE

A. AGENCY & CONTRACT RESOURCES

	AGENCY		CONTRACT	
	NUMBER	PERCENT	NUMBER	PERCENT
1. WORK FORCE				
a. TOTAL WORK FORCE	10378			
b. PERMANENT EMPLOYEES	8800			
2. COUNSELOR	3		0	
a. FULL-TIME	3	100.00	0	0.00
b. PART-TIME	0	0.00	0	0.00
c. COLLATERAL DUTY	0	0.00	0	0.00
3. INVESTIGATOR	0		2	
a. FULL-TIME	0	0.00	0	0.00
b. PART-TIME	0	0.00	2	100.00
c. COLLATERAL DUTY	0	0.00	0	0.00
4. COUNSELOR/INVESTIGATOR	0		0	
a. FULL-TIME	0	0.00	0	0.00
b. PART-TIME	0	0.00	0	0.00
c. COLLATERAL DUTY	0	0.00	0	0.00

B. AGENCY & CONTRACT STAFF TRAINING

	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
1. NEW STAFF - TOTAL	0	0	0	0	0	0
a. STAFF RECEIVING REQUIRED 32 OR MORE HOURS	0	0	0	0	0	0
b. STAFF RECEIVING 8 OR MORE HOURS, USUALLY GIVEN TO EXPERIENCED STAFF	0	0	0	0	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0
2. EXPERIENCED STAFF - TOTAL	3	0	0	2	0	0
a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS	3	0	0	2	0	0
b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF	0	0	0	0	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0

C. REPORTING LINE

1	EEO DIRECTOR'S NAME: Sharon Eller		
1a.	DOES THE EEO DIRECTOR REPORT TO THE AGENCY HEAD?	YES	NO
		Y	
2.	IF NO, WHO DOES THE EEO DIRECTOR REPORT TO? PERSON: TITLE:		
3.	WHO IS RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE EEO PROGRAM IN YOUR DEPARTMENT/AGENCY/ORGANIZATION? PERSON: Inez Uhl TITLE: Equal Employment Opportunity Officer		
4.	WHO DOES THAT PERSON REPORT TO? PERSON: Dan Ashe TITLE: Director, Fish & Wildlife Service		

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

REPORTING PERIOD: FY 2011

AGENCY OR DEPARTMENT: DOI Fish And Wildlife Service

PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 1)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION						COLOR	RELIGION	REFUSAL	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	RACE											
	AMER INDIAN/ ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES						
	0	0	0	2	0	0	3	0	2	18	7	7
A. APPOINTMENT/HIRE	0	0	0	1	2	0	0	0	2	10	4	4
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	0	0	0	0
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME	0	0	0	0	0	0	0	0	3	7	5	5
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0	0	0	0
1. DEMOTION	0	0	0	0	0	0	0	0	2	3	2	2
2. REPRISAL	0	0	0	0	0	0	0	0	1	3	2	2
3. SUSPENSION	0	0	0	0	0	0	0	0	0	1	1	1
4. REMOVAL	0	0	0	0	0	0	0	0	0			
5.												
6.												
7.										1	1	1
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	12	6	6
G. EVALUATION/APPRaisal	0	0	0	2	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0
I. EXAMINATION/TEST	0	0	0	2	1	0	1	0	8	35	14	14
J. HARASSMENT	0	0	0	2	1	0	1	0	7	33	12	12
1. NON-SEXUAL	0	0	0	2	1	0	1	0	1	2	2	2
2. SEXUAL										1	1	1
K. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0
L. PAY (INCLUDING OVERTIME)	0	0	0	0	0	0	0	0	3	10	5	5
M. PROMOTION/NON-SELECTION	0	0	0	0	0	0	0	0	0	1	1	1
N. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0
1. DENIED	0	0	0	0	0	0	0	0	0	1	1	1
2. DIRECTED	0	0	0	0	0	0	0	0	0			
TOTAL ALL ISSUES BY BASES	0	0	0	8	3	0	4	0	26			
TOTAL ALL COMPLAINTS FILED BY BASES	0	0	0	6	1	0	4	0	17			
TOTAL ALL COMPLAINANTS BY BASES	0	0	0	6	1	0	4	0	17			

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page 3

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

REPORTING PERIOD: FY 2011

AGENCY OR DEPARTMENT: DOI Fish And Wildlife Service

PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 1)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION									TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	RACE						COLOR	RELIGION	REPRISAL			
	AMER. INDIAN/ ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES						
P. REASONABLE ACCOMMODATION							0	1	0	0	0	0
Q. REINSTATEMENT	0	0	0	0	0	0	0	0	1	1	1	1
R. RETIREMENT	0	0	0	0	0	0	0	0	1	12	2	2
S. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0
T. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0
U. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0
V. TRAINING	0	0	0	0	0	0	0	0	0	0	0	0
W. OTHER (Please specify below)							0	0	1	2	1	1
1. EMPLOYMENT REFERENCES	0	0	0	0	0	0	0	0	1			
2. FORM FOR WORKING COMPENSATION NOT												
3.												
4.												
5.										26		
TOTAL ALL ISSUES BY BASES	0	0	0	8	3	0	4	0	17			
TOTAL ALL COMPLAINTS FILED BY BASES	0	0	0	6	1	0	4	0	17			
TOTAL ALL COMPLAINTS BY BASES	0	0	0	6	1	0	4	0	17			

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ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

REPORTING PERIOD: FY 2011

AGENCY OR DEPARTMENT: DOI Fish And Wildlife Service

PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION										TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	
	SEX		PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY					GHA
	MALE	FEMALE		HISPANIC/ LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL				
A. APPOINTMENT/TERM	2	5	0	1	0			2	0	1	0	18	7	7
B. ASSIGNMENT OF DUTIES	0	2	0	0	0			2	1	0	0	10	4	4
C. AWARDS	0	0	0	0	0			0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME	0	0	0	0	0			0	2	2	0	7	5	5
E. DISCIPLINARY ACTION	0	0	0	0	0			0	0	0	0	0	0	0
1. DEMOTION	0	0	0	0	0			0	0	1	0	3	2	2
2. REPRISAND	0	0	0	0	0			0	1	1	0	3	2	2
3. SUSPENSION	0	0	0	0	0			0	1	0	0	1	1	1
4. REMOVAL	0	0	0	0	0									
5.														
6.														
7.								0	1	0	0	1	1	1
F. DUTY HOURS	0	0	0	0	0			2	1	0	0	12	6	6
G. EVALUATION/APPRASAL	1	2	0	0	0			0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0			5	4	4	0	35	14	14
I. HARASSMENT	2	7	0	1	0			5	4	4	0	33	12	12
1. NON-SEXUAL	2	6	0	1	0							2	2	2
2. SEXUAL	0	1	0					0	1	0	0	1	1	1
J. MEDICAL EXAMINATION	0	0	0	0	0			0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	3	0	2	0	10	5	5
L. PROMOTION/NON-SELECTION	1	0	0	0	0			1	0	0	0	1	1	1
M. REASSIGNMENT	0	0	0	0	0			0	0	0	0	0	0	0
1. DERIVED	0	0	0	0	0			1	0	0	0	1	1	1
2. DIRECTED	0	0	0	0	0									
TOTAL ALL ISSUES BY BASES	6	17	0	2	0	0	0	11	7	8	0			
TOTAL ALL COMPLAINTS FILED BY BASES	5	10	0	2	0	0	0	11	7	8	0			
TOTAL ALL COMPLAINTS BY BASES	5	10	0	2	0									

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ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

REPORTING PERIOD: FY 2011

AGENCY OR DEPARTMENT: DOI Fish And Wildlife Service

PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	SEX		PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA			
	MALE	FEMALE		HISPANIC/ LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL				
N. REASONABLE ACCOMMODATION									1	1	0	3	2	2
O. REINSTATEMENT	0	0	0	0	0			0	0	0	0	0	0	0
P. RETIREMENT	0	0	0	0	0			0	0	0	0	1	1	1
Q. TERMINATION	0	0	0	0	0			0	1	1	9	12	2	2
R. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0			0	0	0	0	0	0	0
S. TIME AND ATTENDANCE	0	0	0	0	0			0	0	0	0	0	0	0
T. TRAINING	0	0	0	0	0			0	0	0	0	0	0	0
U. OTHER (Please specify below)								0	0	0	0	2	1	1
1. EMPLOYMENT REFERENCES	0	1	0	0	0									
2. FORM FOR WORKERS COMPENSATION NO														
3.														
4.														
5.														
TOTAL ALL ISSUES BY BASES	6	17	0	2	0	0	0	15	12	11	9			
TOTAL ALL COMPLAINTS FILED BY BASES	5	10	0	2	0	0	0	11	7	8	0			
TOTAL ALL COMPLAINANTS BY BASES	5	10	0	2	0	0	0	11	7	8	0			

page 3c

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

REPORTING PERIOD: FY 2011

AGENCY OR DEPARTMENT: DOI Fish And Wildlife Service

PART IVA - BASES OF DISCRIMINATION IN FINDINGS AND ALLEGES IN SETTLEMENTS																								
BASES OF DISCRIMINATION IN FINDINGS AND ALLEGES BASES IN SETTLEMENTS																								
FINDINGS/ALLEGATIONS IN:	RACE						COLOR	RELIGION	SEX	AGE	NATIONAL ORIGIN				SEX	DISABILITY		OTHER						
	ASIAN/PACIFIC ISLANDER	BLACK	HISPANIC/LATINO	WHITE	OTHER	NATIVE BORN					NATIVE BORN	NATIVE BORN	NATIVE BORN	NATIVE BORN		NATIVE BORN	NATIVE BORN		NATIVE BORN	NATIVE BORN	NATIVE BORN	NATIVE BORN	NATIVE BORN	NATIVE BORN
1. Counseling Settlement Allegations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
1a. Number of Counseling Settled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
1b. Number of Counseling Settled With	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
2. Complaint Settlement Allegations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
2a. Number of Complaints Settled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
2b. Number of Complaints Settled With	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
3. Final Agency Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
3a. Number FADs with Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
3b. Number Complaints Issued FAD Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
4. AJ Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
4a. Number AJ Decisions With Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
5. Final Agency Order Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
5a. Number of Final Orders With Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
5b. # of Complaints Issued FOCs with Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
TOTAL SETTLEMENT ALLEGATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
TOTAL FINAL ACTION FINDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					

PART IVB - ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGES IN SETTLEMENTS																			
ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGES ISSUES IN SETTLEMENTS																			
FINDINGS/ALLEGATIONS IN:	ADVERTISED BIDS	ADVERTISED BY OTHERS	ACTIONS	COMPLAINTS TO FED. RES.	RACE/ETHNIC ACTION				WHITE BIDS	BLACK BIDS	ASIAN BIDS	HISPANIC BIDS	OTHER BIDS	SEX		AGE		DISABILITY	TOTAL
					DISCRIMINATION	ALLEGATIONS	COMPLAINTS	SETTLEMENTS						MALE	FEMALE	18-24	25-34		
1. Counseling Settlement Allegations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1a. Number of Counseling Settled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1b. Number of Complaints Settled With	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Complaint Settlement Allegations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2a. Number of Complaints Settled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2b. Number of Complaints Settled With	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Final Agency Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3a. Number FADs with Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3b. Number Complaints Issued FAD Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. AJ Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4a. Number AJ Decisions With Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Final Agency Order Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5a. Number of Final Orders With Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5b. # of Complaints Issued FOCs with Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL SETTLEMENT ALLEGATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FINAL ACTION FINDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DOI Fish And Wildlife Service

REPORTING PERIOD: FY 2011

PART V - SUMMARY OF CLOSURES BY STATUTE

A. STATUTE (IF A SINGLE COMPLAINT HAS MULTIPLE STATUTES RECORD EACH ON THE APPROPRIATE LINE.)

11	1. TITLE VII
0	1a. PREGNANCY DISCRIMINATION ACT (PDA)
5	2. AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA)
9	3. REHABILITATION ACT
0	4. EQUAL PAY ACT (EPA)
0	5. GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)

B. TOTAL BY STATUTES

25

THIS NUMBER MAY BE LARGER THAN THE TOTAL NUMBER OF COMPLAINTS CLOSED.

(A1+A1a+A2+A3+A4+A5)

PART VI - SUMMARY OF CLOSURES BY CATEGORY

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
A. TOTAL NUMBER OF CLOSURES (1+2+3)	18	7195	399.72
1. WITHDRAWALS	0	0	0.00
a. NON-ADR WITHDRAWALS	0	0	0.00
b. ADR WITHDRAWALS	0	0	0.00
2. SETTLEMENTS	6	2852	475.33
a. NON-ADR SETTLEMENTS	6	2852	475.33
b. ADR SETTLEMENTS	0	0	0.00
3. FINAL AGENCY ACTIONS (B+C)	12	4343	361.92
B. FINAL AGENCY DECISIONS WITHOUT AN ADMINISTRATIVE JUDGE DECISION (1+2+3)	11	3829	348.09
1. FINDING DISCRIMINATION	0	0	0.00
2. FINDING NO DISCRIMINATION	11	3829	348.09
3. DISMISSAL OF COMPLAINTS	0	0	0.00
C. FINAL AGENCY ORDERS WITH AN ADMINISTRATIVE JUDGE (AJ) DECISION (1+2)	1	514	514.00
1. AJ DECISION FULLY IMPLEMENTED (a+b+c)	1	514	514.00
(a) FINDING DISCRIMINATION	0	0	0.00
(b) FINDING NO DISCRIMINATION	1	514	514.00
(c) DISMISSAL OF COMPLAINTS	0	0	0.00
2. AJ DECISION NOT FULLY IMPLEMENTED (a+b+c)	0	0	0.00
(a) FINDING DISCRIMINATION (i+ii+iii)	0	0	0.00
I. AGENCY APPEALED FINDING BUT NOT REMEDY	0	0	0.00
II. AGENCY APPEALED REMEDY BUT NOT FINDING	0	0	0.00
III. AGENCY APPEALED BOTH FINDING AND REMEDY	0	0	0.00
(b) FINDING NO DISCRIMINATION	0	0	0.00
(c) DISMISSAL OF COMPLAINTS	0	0	0.00

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)**

REPORTING PERIOD: FY 2011

AGENCY OR DEPARTMENT: DOI Fish And Wildlife Service

PART VI - SUMMARY OF CLOSURES BY CATEGORY (Continued)

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
(1+2+3+4)	11	1549	140.82
D. FINAL AGENCY MERIT DECISIONS (FAD) ISSUED	8	1191	148.88
1. COMPLAINANT REQUESTED IMMEDIATE FAD	0	0	0.00
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF FAD REQUEST	8	1191	148.88
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND RECEIPT OF FAD REQUEST	3	358	119.33
2. COMPLAINANT DID NOT ELECT HEARING OR FAD	0	0	0.00
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF END OF 30-DAY ELECTION PERIOD	3	358	119.33
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND END OF 30-DAY ELECTION PERIOD	0	0	0.00
3. HEARING REQUESTED; AJ RETURNED CASE TO AGENCY FOR FAD WITHOUT AJ DECISION (3a+3b)	0	0	0.00
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	0	0	0.00
b. AGENCY ISSUED FAD MORE THAN 60 DAYS AFTER RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	0	0	0.00
4. FINAL AGENCY DECISION ISSUED ON A MIXED CASE (4a+4b)	0	0	0.00
a. AGENCY ISSUED FAD WITHIN 45 DAYS AFTER INVESTIGATION	0	0	0.00
b. AGENCY ISSUED FAD MORE THAN 45 DAYS AFTER INVESTIGATION	0	0	0.00

PART VII - SUMMARY OF FORMAL COMPLAINTS CLOSED BY TYPES OF BENEFITS

	NUMBER	AMOUNT
A. TOTAL COMPLAINTS CLOSED WITH BENEFITS	6	
1. TOTAL CLOSURES WITH MONETARY BENEFITS TO COMPLAINANT	3	\$ 24,000.00
1. BACK PAY/FRONT PAY	0	\$ 0.00
2. LUMP SUM PAYMENT	2	\$ 22,000.00
3. COMPENSATORY DAMAGES	0	\$ 0.00
4. ATTORNEY FEES AND COSTS	1	\$ 2,000.00
D. INTENTIONALLY LEFT BLANK	6	
E. TOTAL CLOSURES WITH NON-MONETARY BENEFITS TO COMPLAINANT	NUMBER OF CLOSURES THAT RECEIVED MONETARY BENEFITS AS WELL	NUMBER OF CLOSURES THAT RECEIVED ONLY NON-MONETARY BENEFITS
F. TYPES OF BENEFITS IN NON-MONETARY CLOSURES	0	0
1. HIRES	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
2. PROMOTIONS	0	0
a. RETROACTIVE	0	1
b. NON-RETROACTIVE	0	1
3. EXPUNGEMENTS	0	2
4. REASSIGNMENTS	1	2
5. REMOVALS RESCINDED	0	0
a. REINSTATEMENT	1	0
b. VOLUNTARY RESIGNATION	0	1
6. ACCOMMODATIONS	0	0
7. TRAINING	0	0
8. APOLOGY	2	0
9. DISCIPLINARY ACTIONS	1	0
a. RESCINDED	1	0
b. MODIFIED	0	0
10. PERFORMANCE EVALUATION MODIFIED	0	2
11. LEAVE RESTORED		
12.		
13.		
14.		

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

REPORTING PERIOD: FY 2011

AGENCY OR DEPARTMENT: DOI Fish And Wildlife Service

PART VIII - SUMMARY OF PENDING COMPLAINTS BY CATEGORY

	NUMBER PENDING	NUMBER OF DAYS	AVERAGE DAYS	NUMBER OF DAYS PENDING FOR OLDEST CASE
A. TOTAL COMPLAINTS PENDING (SAME AS PART II Line I) (1+1a+2+3+4)	32	8436		
1. COMPLAINTS PENDING WRITTEN NOTIFICATION (Acknowledgement Letter)	0	0	0.00	0
1a. COMPLAINTS PENDING DECISION TO ACCEPT/DISMISS	5	306	61.20	114
2. COMPLAINTS PENDING IN INVESTIGATION	8	851	106.38	165
3. COMPLAINTS PENDING IN HEARINGS	13	5874	451.85	2165
4. COMPLAINTS PENDING A FINAL AGENCY ACTION	6	1405	234.17	416

PART IX - SUMMARY OF INVESTIGATIONS COMPLETED

	TOTAL	TOTAL DAYS	AVERAGE
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD (1+3)	22	2092	95.09
1. INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL (a+b+c)	0	0	0.00
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	0	0	0.00
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	0	0	0.00
1. TIMELY COMPLETED INVESTIGATIONS	0	0	0.00
2. UNTIMELY COMPLETED INVESTIGATIONS	0	0	0.00
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	\$ 0.00		\$ 0.00
2. AGENCY INVESTIGATION COSTS (a+b+c)	22	2092	95.09
3. INVESTIGATIONS COMPLETED BY CONTRACTORS	17	1046	61.53
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	5	1046	209.20
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	3	612	204.00
1. TIMELY COMPLETED INVESTIGATIONS	2	434	217.00
2. UNTIMELY COMPLETED INVESTIGATIONS	0	0	0.00
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	\$ 80,868.00		\$ 3675.82
4. CONTRACTOR INVESTIGATION COSTS			

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: **DOI Fish And Wildlife Service** REPORTING PERIOD: **FY 2011**

PART X - SUMMARY OF ADR PROGRAM ACTIVITIES

INFORMAL PHASE (PRE-COMPLAINT)

A. INTENTIONALLY LEFT BLANK		COUNSELINGS	INDIVIDUALS		
B. ADR ACTIONS IN COMPLETED/ENDED COUNSELINGS		33	33		
1.	ADR OFFERED BY AGENCY	25	25		
2.	REJECTED BY INDIVIDUAL (COUNSELEE)				
3.	INTENTIONALLY LEFT BLANK	8	8		
4.	TOTAL ACCEPTED INTO ADR PROGRAM	5	5		
C. ADR RESOURCES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)		2	2		
1.	INHOUSE	1	1		
2.	ANOTHER FEDERAL AGENCY				
3.	PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	2	2		
4.	MULTIPLE RESOURCES USED (Please specify in a comment box)	0	0		
5.	FEDERAL EXECUTIVE BOARD	0	0		
6.					
7.					
D. ADR TECHNIQUES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)		COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
1.	MEDIATION	5	5	247	49.40
2.	SETTLEMENT CONFERENCES	5	5	247	49.40
3.	EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
4.	FACTFINDING	0	0	0	0.00
5.	FACILITATION	0	0	0	0.00
6.	OMBUDSMAN	0	0	0	0.00
7.	PEER REVIEW	0	0	0	0.00
8.	MULTIPLE TECHNIQUES USED (Please specify in a comment box)	0	0	0	0.00
9.					
10.					
11.					
E. STATUS OF ADR CASES IN COMPLETED/ENDED COUNSELINGS		COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
1.	TOTAL CLOSED	8	8	275	34.38
a.	SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	1	1	57	57.00
b.	NO FORMAL COMPLAINT FILED	3	3	78	26.00
c.	COMPLAINT FILED				
i.	NO RESOLUTION	3	3	140	46.67
ii.	NO ADR ATTEMPT (aka Part X.E.1.d)	1	1	0	0.00
c.	DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0	0	0.00
2.	INTENTIONALLY LEFT BLANK				

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

REPORTING PERIOD: FY 2011

AGENCY OR DEPARTMENT: DOI Fish And Wildlife Service

PART XI - SUMMARY OF ADR PROGRAM ACTIVITIES

FORMAL PHASE (COMPLAINT FILED)

B. ADR ACTIONS IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS		
1.	ADR OFFERED BY AGENCY	3	3		
2.	REJECTED BY COMPLAINANT	2	2		
3.	INTENTIONALLY LEFT BLANK				
4.	TOTAL ACCEPTED INTO ADR PROGRAM	1	1		
C. ADR RESOURCES USED IN COMPLAINT CLOSURES (TOTALS)		1	1		
1.	INHOUSE	0	0		
2.	ANOTHER FEDERAL AGENCY				
3.	PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	0	0		
4.	MULTIPLE RESOURCES USED (Please specify in a comment box)	0	0		
5.	FEDERAL EXECUTIVE BOARD				
6.					
7.					
D. ADR TECHNIQUES USED IN COMPLAINT CLOSURES (TOTALS)		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
1.	MEDIATION	1	1	27	27.00
2.	SETTLEMENT CONFERENCES	1	1	27	27.00
3.	EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
4.	FACTFINDING	0	0	0	0.00
5.	FACILITATION	0	0	0	0.00
6.	OMBUDSMAN	0	0	0	0.00
7.	MINI-TRIALS	0	0	0	0.00
8.	PEER REVIEW	0	0	0	0.00
9.	MULTIPLE TECHNIQUES USED (Please specify in a comment box)	0	0		
10.					
11.					
12.					
E. STATUS OF CASES IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
1.	TOTAL CLOSED	1	1	27	27.00
a.	SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	0	0	0	0.00
b.	WITHDRAWAL FROM EEO PROCESS	0	0	0	0.00
c.	NO RESOLUTION	1	1	27	27.00
d.	NO ADR ATTEMPT	0	0	0	0.00
2.	INTENTIONALLY LEFT BLANK				
F.	BENEFITS RECEIVED	COMPLAINTS	COMPLAINANTS	AMOUNT	
1.	MONETARY (INSERT TOTALS)	0	0	\$ 0.00	
a.	COMPENSATORY DAMAGES	0	0	\$ 0.00	
b.	BACKPAY/FRONTPAY	0	0	\$ 0.00	
c.	LUMP SUM	0	0	\$ 0.00	
d.	ATTORNEY FEES AND COSTS			\$	
e.				\$	
f.				\$	
g.		0	0		
2.	NON-MONETARY (INSERT TOTALS)	0	0		
a.	HIRES	0	0		
i.	RETROACTIVE	0	0		
ii.	NON-RETROACTIVE	0	0		
b.	PROMOTIONS	0	0		
i.	RETROACTIVE	0	0		
ii.	NON-RETROACTIVE	0	0		
c.	EXPUNGEMENTS	0	0		
d.	REASSIGNMENTS	0	0		
e.	REMOVALS RESCINDED	0	0		
i.	REINSTATEMENT	0	0		
ii.	VOLUNTARY RESIGNATION	0	0		
f.	ACCOMMODATIONS	0	0		
g.	TRAINING	0	0		
h.	APOLOGY	0	0		
i.	DISCIPLINARY ACTIONS	0	0		
i.	RESCINDED	0	0		
ii.	MODIFIED	0	0		
j.	PERFORMANCE EVALUATION MODIFIED	0	0		
k.	LEAVE RESTORED				
l.					
m.					

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DOI Fish And Wildlife Service REPORTING PERIOD: FY 2011

PART XII - SUMMARY OF EEO ADR PROGRAM ACTIVITIES

EEO ADR RESOURCES

A. NO LONGER COLLECTED

B. EMPLOYEES THAT CAN PARTICIPATE IN EEO ADR

10378

C. RESOURCES THAT MANAGE EEO ADR PROGRAM (DOES NOT
INCLUDE NEUTRALS AS REPORTED IN PARTS X. & XI.)

1. IN-HOUSE FULL TIME (40 HOURS EEO ADR ONLY)
2. IN-HOUSE PART TIME (32 HOURS EEO ADR ONLY)
3. IN-HOUSE COLLATERAL DUTY (OTHERS/NON-CONTRACT)
4. CONTRACT (ANOTHER FEDERAL AGENCY/PRIVATE ORGANIZATIONS)

8

0

0

8

0

AMOUNT

\$ 3,600.00

D. EEO ADR FUNDING SPENT

E. EEO ADR CONTACT INFORMATION

1. NAME OF EEO ADR PROGRAM DIRECTOR / MANAGER Elena Gonzalez

2. TITLE Collaborative Action Dispute Resolution Officer

3. TELEPHONE NUMBER 202-327-5352

4. EMAIL Elena.Gonzalez/PMB/OS/DOI

F. EEO ADR PROGRAM INFORMATION

YES	NO
X	
X	
	X

1. Does the agency require the alleged responsible management official to participate in EEO ADR?

1a. If yes, is there a written policy requiring the participation?

2. Does the alleged responsible management official have a role in deciding if the case is appropriate for EEO ADR?

CERTIFICATION AND CONTACT INFORMATION

I certify that the EEO complaint data contained in this report, EEOC Form 462, Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints, for the reporting period October 1, 2010 through September 30, 2011, is accurate and complete.

NAME AND TITLE OF CERTIFYING OFFICIAL: Inez Uhl, Equal Employment Opportunity Officer

SIGNATURE OF CERTIFYING OFFICIAL: (Enter PIN here to serve as your electronic signature) 8444

DATE: 10/24/2011 TELEPHONE NUMBER: 703-358-2396

E-MAIL: Inez_Uhl@fws.gov

NAME AND TITLE OF PREPARER: Ruby Nweke, EEO Practitioner

DATE: 10/24/2011 TELEPHONE NUMBER: 703-358-2532

E-MAIL: ruby_nweke@fws.gov

The FY 2011 report (with the PIN entered) is due on or before October 31, 2011.

Appendix A - Comments

.CY: DOI Fish And Wildlife Service - YEAR: 2011

Part 1

FWS - I.D.1 Counselings - Throughout the course of FY 2011 the Service received some updated information regarding the status of some older complaints. This affected three cases (two individuals). We closed those cases with dates from previous fiscal years which made the difference in counselings on hand at the beginning of the FY 2011.

Part 2

FWS - II.A - Throughout the course of FY 2011 the Service was able to receive updated status information on a number of older cases pending hearing. These cases were found to have decisions issued or settlements that were dated for previous fiscal years.

Part 8

FWS - VIII.A.3 Pending Oldest Case - We sent EEOC Baltimore District the case file of FWS-05-0266 for a hearing. The Baltimore District recently informed us that they do not have record of receiving the case. To this date, we do not have the current status of the case.